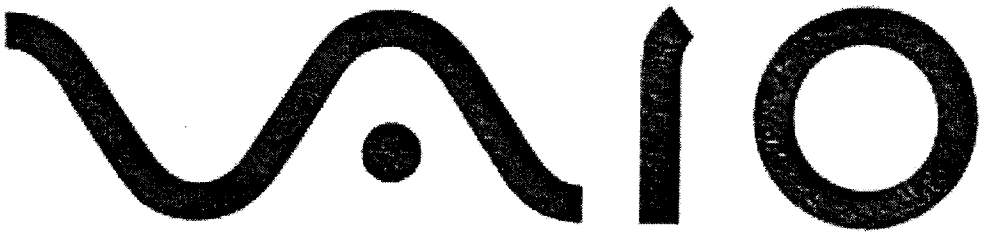
Sony PC User Guide

PCV-130/150



SONY

Notice to Users

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Safety Information

Owner's Record

The model number and serial number are located on the back of your Sony PC. Record the serial number in the space provided here. Refer to the model and serial number when you call your Sony Service Center.

Model Number: PCV-130, PCV-150

Serial Number:_____

WARNING

- To prevent fire or shock hazard, do not expose your Sony PC to rain or moisture.
- Never install modem or telephone wiring during a lightning storm.
- Never install telephone jacks in wet locations unless the jack is specifically designed for wet locations
- Never touch uninsulated telephone wire or terminals unless the telephone line has been disconnected at the network interface.
- Use caution when installing or modifying telephone lines.
- Avoid using the modem during an electrical storm.
- Do not use the modem or a telephone to report a gas leak in the vicinity of the leak.

! The use of optical instruments with this product will increase eye hazard.

Regulatory Information

Declaration of Conformity

Trade Name: SONY
Model No.: PCV-130/150
Responsible Party:
Sony Electronics Inc.
Address:
1 Sony Drive
Park Ridge, NJ 07656
Telephone No: 201-930-6970
Contact: Louis Mecseri

This device complies with Part 15 of FCC Rules. Operation is subject to the two following conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- ❑ Reorient or relocate the receiving antenna.
- ❑ Increase the separation between the equipment and the receiver.
- ❑ Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- ❑ Consult the dealer or an experienced radio/TV technician for help.

You are cautioned that any changes or modifications not expressly approved in this manual could void your authority to operate this equipment.

Only peripherals (computer input/output devices, terminals, printers, etc.) that comply with FCC Class B limits may be attached to this computer product. Operation with non-compliant peripherals is likely to result in interference to radio and television reception.

All cables used to connect peripherals must be shielded and grounded. Operation with cables, connected to peripherals, that are not shielded and grounded, may result in interference to radio and television reception.

FCC Part 68

This equipment complies with Part 68 of the FCC rules. The ringer equivalence number (REN) and the FCC registration number are printed on the modem board. If requested, this information must be supplied to the telephone company.

The REN is used to determine the quantity of devices which may be connected to the phone line. Excessive REN's on the telephone line may result in the devices not ringing in response to an incoming call. In most, but not all areas, the sum of the REN's should not exceed five (5.0). To be certain of the number of devices that may be connected to the line, as determined by the total REN's, contact the telephone company to determine the maximum REN for the calling area.

This modem uses the USOC RJ-11 telephone jack.

If this equipment causes harm to the telephone network, the telephone company will, when practical, notify you in advance

that temporary discontinuance of service may be required. If advance notice isn't practical, the telephone company will notify you as soon as possible. Also, you will be advised of your right to file a complaint with the FCC if you believe it is necessary.

The telephone company may make changes in its facilities, equipment, operations or procedures that could affect the operations of the equipment. If this happens, the telephone company will notify you in advance, in order for you to make the necessary modifications in order to maintain uninterrupted service.

If trouble is experienced with this modem, for repair or warranty information, please contact 1-888-4SONY-PC, or write to the Sony Customer Information Center, One Sony Drive, Park Ridge, NJ 07656.

This equipment cannot be used on telephone-company-provided coin service. Connection to Party Line Service is subject to state tariffs.

Repair of the modem should be made only by a Sony Service Center or Sony authorized agent. For the Sony Service Center nearest you, call 1-800-222-SONY (1-800-222-7669).

Telephone Consumer Protection Act of 1991

The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device to send any message via a telephone facsimile machine unless such message clearly contains, in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it is sent and an identification of the business, other entity, or individual sending the message, and the telephone number of the sending machine or such business, other entity, or individual.

In order to program this information into your facsimile, see your fax software documentation.

You are cautioned that any changes or modifications not expressly approved in this manual could void your authority to operate this equipment.

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Welcome

Congratulations on your purchase of the Sony PC. Sony has combined leading-edge technology in audio, video, computing, and communications to provide you with state-of-the-art personal computing.

Here are just some of the features your Sony PC has to offer.

- **Exceptional performance**: Your PC includes a fast Intel® Pentium® processor with MMX™ technology, a 24x (maximum) CD-ROM drive, and a 33.6 kbps DSVD (Digital Simultaneous Voice Data) modem with K56flex™ technology.
- **Sony audio and video quality**: High-quality, "Sony Tuned" video, which supports full-screen display, and integrated 3-D sound enable you to take advantage of today's advanced multimedia applications, games, and entertainment software.
- **Preinstalled software titles**: Your Sony PC includes dozens of best-selling software titles, including productivity and reference tools, multimedia applications, and games featuring advanced 3-D graphics.
- **Windows® 95**: Your system includes the latest operating system from Microsoft.
- **VAIO™ Space**: This fun, friendly, and engaging desktop environment, developed especially for the Sony PC, helps you organize and launch applications quickly and efficiently.
- **Sony A/V Suite**: Enjoy all of your PC's audio and visual capabilities with component-like applications that allow you to watch TV, play audio CDs, audio files (MIDI and WAV), Video CDs, and video files.
- **Convenient, high-capacity storage**: In addition to the 4.3 Gbyte hard drive, your PC is equipped with an Iomega Zip drive.
- **Communications:** Access popular online services, send e-mail, browse the Internet, and use Video Phone, the built-in speakerphone, answering machine, and fax features.

- **Excellent customer support**: Click the SOS icon to access Sony Online Support 24 hours a day, seven days a week. The SOS software enables a support representative to talk to you on the phone, perform remote diagnostics on your PC, and send you updates, all through a single phone call.

About this User Guide

This user guide offers a quick introduction and reference to your Sony PC.

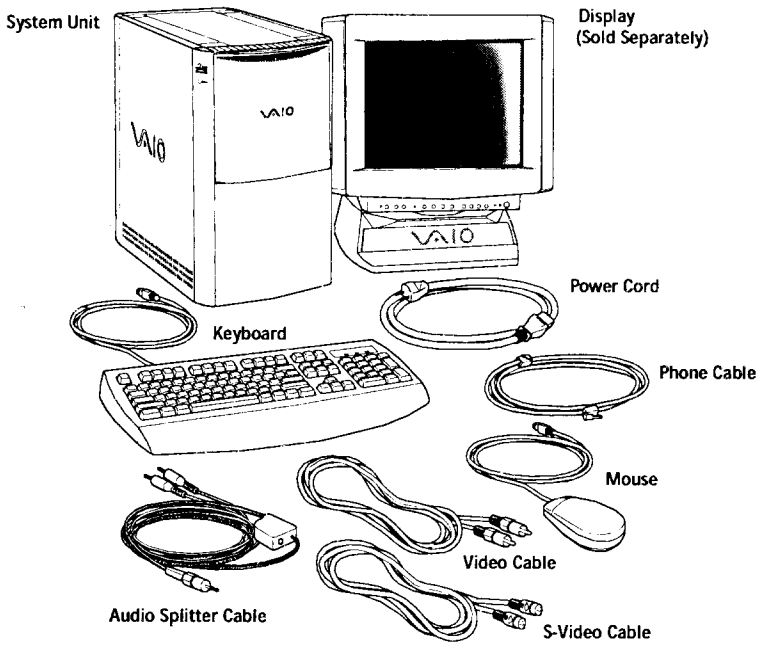
- **Setting Up Your Sony PC** shows you how to connect the standard components of your system—generally in under 15 minutes. This section also explains how to connect additional components, such as a TV, cable TV antenna, printer, MIDI instrument, joystick, and a digital camera.
- **Getting Started with VAIO Space** offers an in-depth exploration of the VAIO Space environment. It explains the different areas of the screen, how to launch applications, how to switch to Windows 95, how to customize your settings, and more.
- **Introducing the Sony A/V Suite** describes how to use the audio and video components of the Sony A/V Suite. For instance, learn how to listen to your favorite CDs while you work on the computer, or watch videos or TV programs on your computer screen.
- **Using the Communication Center** explains how to use the features of the telephony software, including Video Phone.
- **Getting Help** explains the support options available to you, shows you how to use the Sony Online Support service, and offers basic troubleshooting tips.
- **Upgrading and Maintaining Your Sony PC** illustrates how to install an add-in card and memory, as well as how to change the lithium battery in your PC.
- **Computer Basics** shows new computer users how to use a mouse, keyboard, CD-ROM, Zip, and diskette drive.
- **Other Information** provides facts and advice about using your PC.

Setting Up Your Sony PC

Your Sony PC comes with all the software titles preinstalled on your hard disk drive. Just follow these simple steps to connect the cables and turn on the PC, and your Sony PC is ready to use.

Unpacking Your PC

Remove the following items from the box:



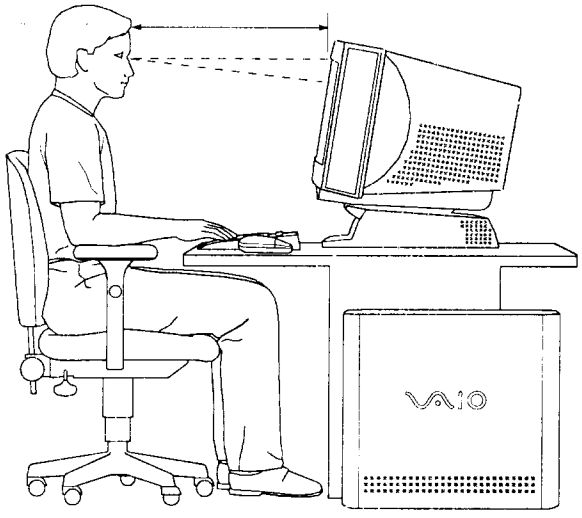
You can find the complete list of the items that come with your PC in the *About Your Sony PC* guide.

If you purchased a Sony Multimedia Computer Display, it includes built-in speakers and a microphone. For other displays, you'll need separate speakers and a microphone to use the Sony PC's audio features.

Choosing a Location for Your PC

Here are some things to consider when planning your workspace:

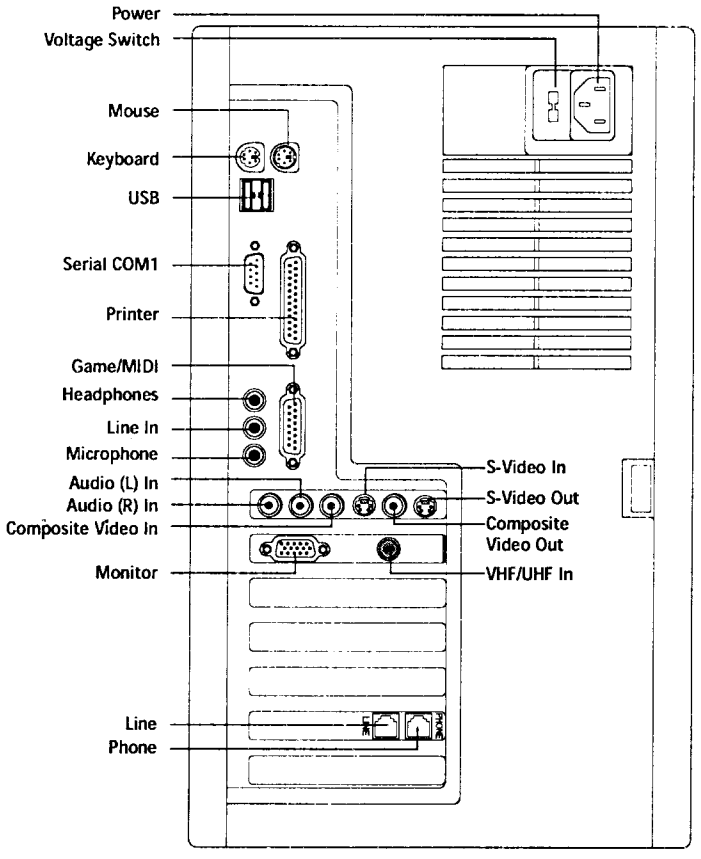
- **Stable work surface**—Use a stable work surface large enough to support the computer, the display, and other equipment.
- **Ventilation**—Leave at least eight inches of space on the left and back sides of your PC to enable proper ventilation.
- **Placement of the keyboard, mouse, and other input devices**—Place your keyboard, mouse, and other input devices so that your arms and hands are in a relaxed, comfortable position. The keyboard should be directly in front of you. Adjust the level of the keyboard so that your lower arms are parallel to the floor. Keep your wrists in a relaxed position when you're using the keyboard—not angled up or down. Use the palmrest only briefly, for resting. While typing, never use the palmrest or rest your hands on the table. Position the mouse at the same level as the keyboard. Hold the mouse with a relaxed hand, and use your whole arm to move it. Take breaks during sessions with your PC. Excessive use of the mouse or a joystick may strain muscles or tendons.



- **Furniture and posture**— Sit in a chair with good back support and armrests. Adjust the level of the chair so your feet are flat on the floor. A footrest may make you more comfortable. Sit in a relaxed, upright posture—avoid slouching forward or leaning far backward.
- **Viewing angle of the display**— Position the display 18 to 26 inches directly in front of you, with the top of the screen at or a little below eye level. Use the display's tilting feature to find the best position. You can reduce eye strain and muscle fatigue by placing the display in the proper position.
- **Lighting**—Choose a location where windows and lights do not create glare and reflection on the display. Use indirect lighting to avoid bright spots on the display. You can also purchase accessories for your display that help reduce glare. Proper lighting adds to your comfort and work effectiveness.

Back Panel Overview

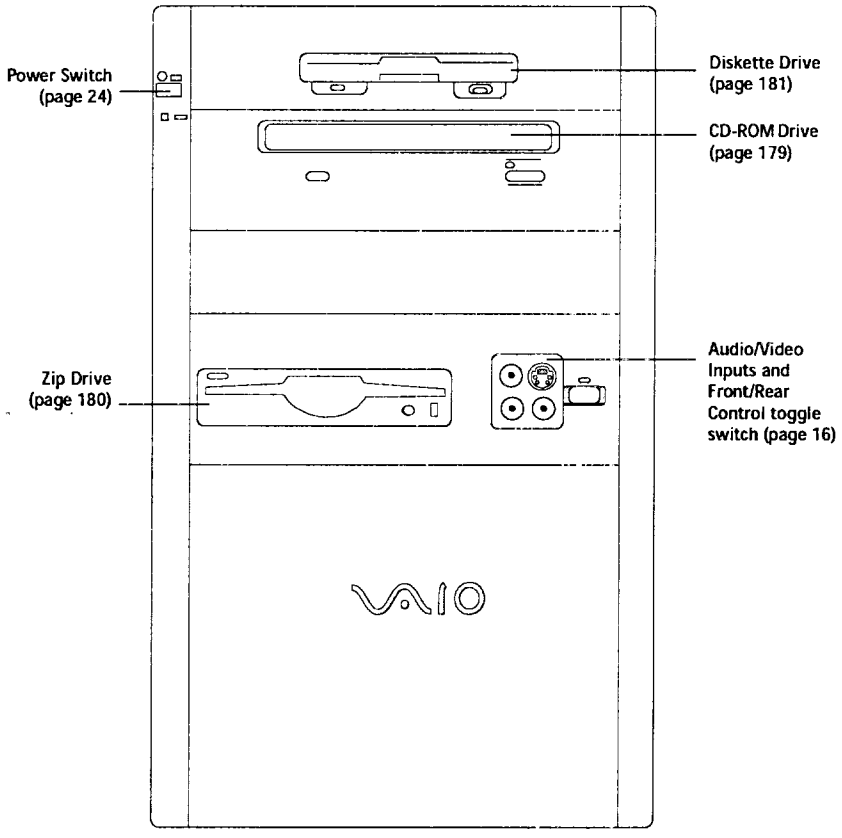
The back panel of your Sony PC contains the connectors where you plug in supplied and optional accessories. The icons on the back panel serve as a map to help you locate the connectors on your PC.



Front Panel Overview

To open the front panel, see "Accessing the Diskette, CD-ROM, and Zip Drives" on page 27.

The front panel of your Sony PC gives you access to the diskette, CD-ROM, and Zip drives. It also includes convenient audio and video inputs, which allow you to connect a camcorder, VCR, or other component (described on page 16).


Power Switch (page 24)
Diskette Drive (page 181)
CD-ROM Drive (page 179)
Zip Drive (page 180)
Audio/Video Inputs and Front/Rear Control toggle switch (page 16)

For your convenience, your PC includes audio and video connectors on both the front and back panels, allowing you to connect to either set of connectors. After connecting a component, use the Front/Rear Control toggle switch on the front panel to select the front or rear connectors. The LED indicator light is on when the front connectors are active.

Connecting the Sony Multimedia Computer Display

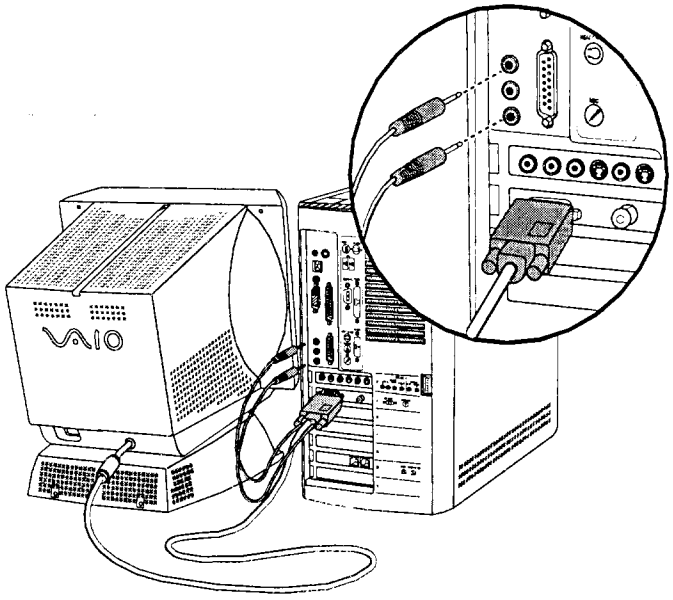
The Sony Multimedia Computer Display (sold separately) is an integrated audio/video unit with built-in speakers and a microphone. Follow these steps to connect it to your PC.

If you're connecting the Sony PC to a TV or other video component, see "Connecting a Television (Audio/Video Out)" on page 17.

1 Use the blue ▢ symbol to locate the **MONITOR** connector. Plug the blue display cable into this connector, and then tighten the two screws to secure the cable.

2 Use the green ∩ symbol to locate the **HEADPHONES** connector. Plug the green speaker cable into this connector.

3 Use the red 🎤 symbol to locate the **MIC** connector. Plug the red microphone cable into this connector.



See the manual that came with your Sony Multimedia Computer Display for more information on setting up and using the display.

Connecting a Display, Speakers, and a Microphone

If you did not purchase the Sony Multimedia Computer Display, you need speakers and a microphone to use the Sony PC's audio features.

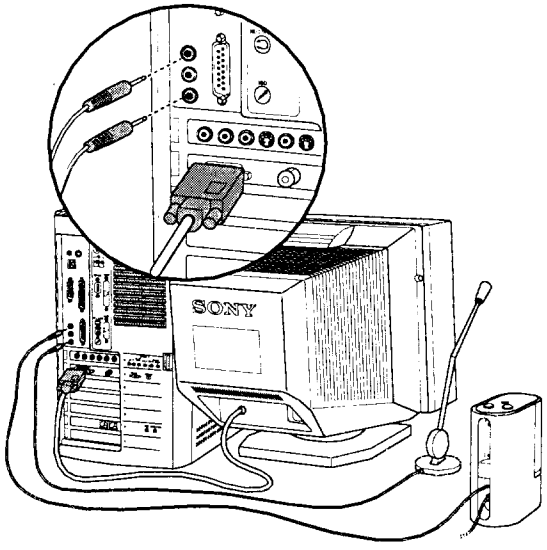
✍ If you're connecting the Sony PC to a TV or other video component, see "Connecting a Television (Audio/Video Out)" on page 17.

Make sure your speakers are designed for computer use. See the manuals that came with your display, speakers, and microphone for more information on setting them up and using them.

1 Use the blue ▢ symbol to locate the **MONITOR** connector. Plug the display cable into this connector, and then tighten the two screws to secure the cable.

2 Use the green ∩ symbol to locate the **HEADPHONES** connector. Plug the speaker cable into this connector.

3 Use the red 🎤 to locate the **MIC** connector. Plug the microphone cable into this connector.



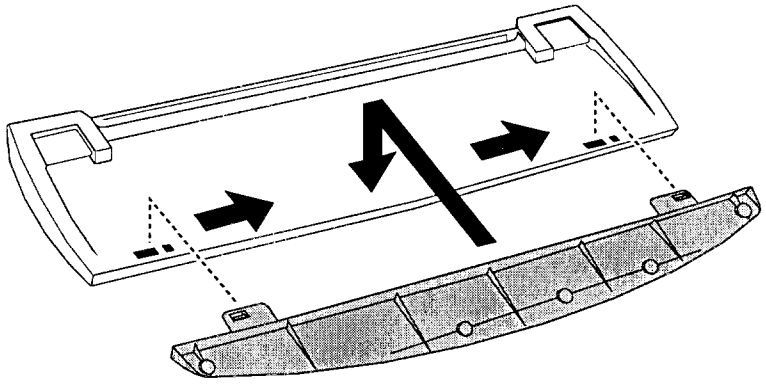
Connecting the Optional Palmrest

Your Sony PC is equipped with an optional palmrest that you can attach to your keyboard. Follow these steps to connect the palmrest.

1 Place the keyboard and palmrest upside down on a flat surface.

2 Insert the latching posts on the palmrest into the openings on the keyboard.

3 Move the palmrest to the right until you feel it snap into place.



Do not keep your wrists on the palmrest while typing; use the palmrest briefly only when resting.

To remove the palmrest

1 Turn the keyboard and palmrest upside down.

2 Push down on the palmrest, and then move it to the left.

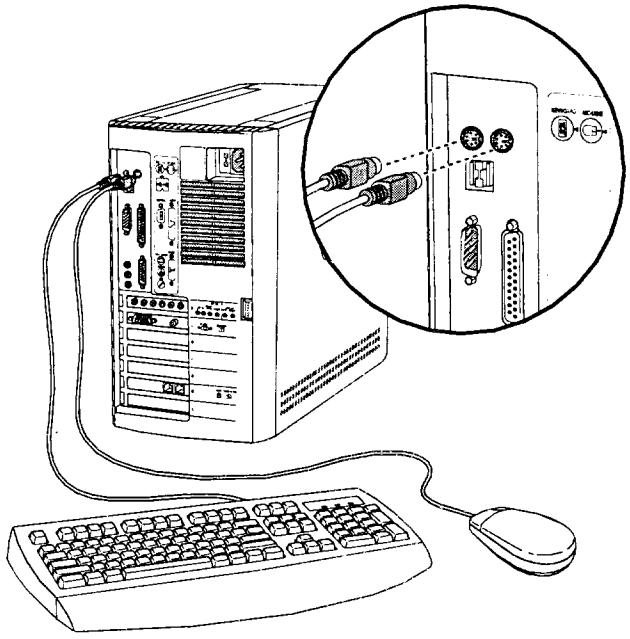
3 Lift the palmrest away from the keyboard.

Connecting the Keyboard and Mouse

Follow these steps to connect the keyboard and mouse.

1 Use the purple ⌨ symbol to locate the **KEYBOARD** connector. Plug the purple keyboard cable into this connector.

2 Use the blue-green 🖱 symbol to locate the **MOUSE** connector and insert the blue-green mouse cable into this connector.



✍ See "Computer Basics" on page 175 for more information on setting up and using the keyboard and mouse.

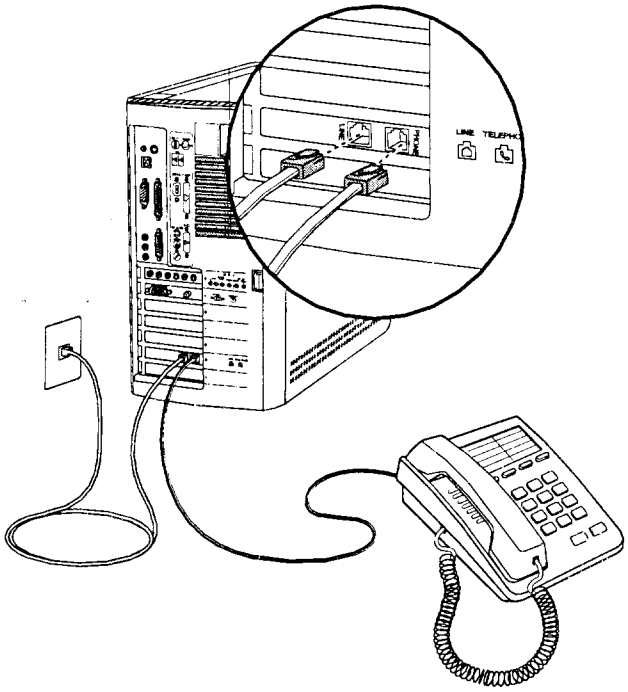
Connecting the Phone Line and Phone

You need to connect the phone line and phone to take advantage of online services, the Internet, and Sony Online Support. The phone line also enables you to register your PC and software online.

There are two phone jacks on the back panel. Follow these steps to connect your phone line and phone.

1 Unplug your phone from the wall jack and plug it into the **PHONE** jack on the PC.

2 Plug one end of the phone cable that came with your system into the **LINE** jack and the other end into the wall jack.



✍ Your Sony PC does not work with party lines, cannot be connected to a coin-operated telephone, and may not work with multiple phone lines or a private branch exchange (PBX).

Connecting the Power Cords

Your Sony PC is shipped with the voltage switch set to 115 volts. This is the correct setting for most homes and businesses in North America. If you use the PC in a location that requires 230 volts, change the setting to 230 volts by moving the switch up.

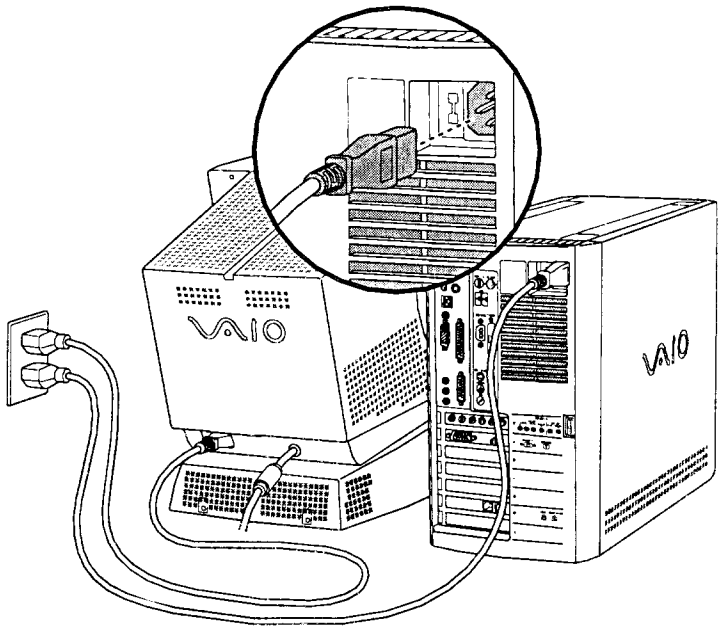
! Do not use your Sony PC with the incorrect voltage setting; this may damage the PC.

Follow these steps to connect the power cords.

1 Plug the power cord into the connector on the PC.

2 If necessary, plug the display power cord into the display.

3 Plug both the display and power cords into a grounded AC wall outlet, power strip, or Uninterruptible Power Supply.



Connecting Additional Components

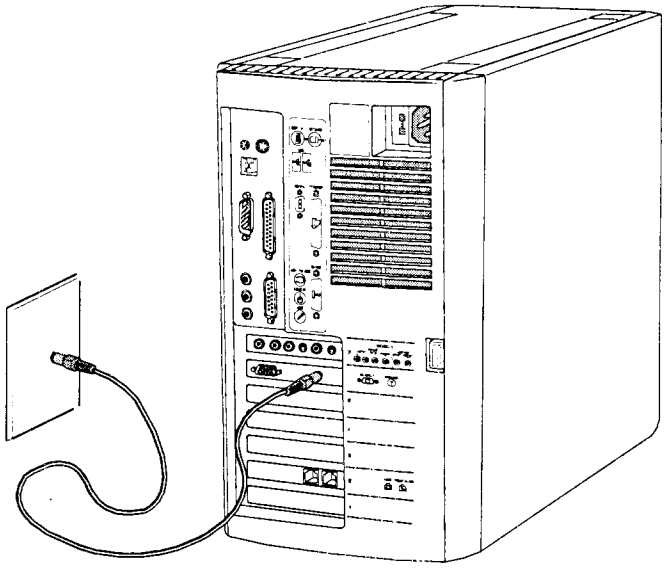
You can add functionality to your Sony PC by connecting any of the following peripherals.

Connecting	Enables You To	For Details
TV antenna or cable TV antenna	Watch and hear TV programs on your computer using the built-in TV Player program	For setup instructions, see pages 15 and 16. For using the TV Player program, see page 85.
Camcorder, VCR, or similar video device	Watch, hear, capture, and edit video on your computer using the built-in TV Player program	
Television	Send audio and video from the PC to the TV	See page 17
Printer	Print documents from the PC	See page 20
Joystick	Connect a joystick, which enhances game playing	See page 21
MIDI device	Connect MIDI instruments	See page 21
Universal Serial Bus (USB) device	Connect USB devices	See page 22
Serial device	Connect serial devices, such as a digital camera	See page 23

Connecting a TV Antenna or Cable TV Antenna (VHF/UHF)

Connecting a TV or cable TV antenna enables you to watch and hear TV programs on your computer using the built-in TV Player program.

1 Use the Ⓨ symbol to locate the **VHF/UHF** connector on the PC. Screw the TV or cable TV coaxial cable into this connector.



2 The first time you use the TV Player, you must set up the TV channels in the TV Player program. See "Autoscanning for TV Channels" on page 88.

✍ To watch TV channels, be sure to select TV as the video input in the TV Player control panel, as described on page 87.

Connecting a Camcorder or VCR (Audio/Video In)

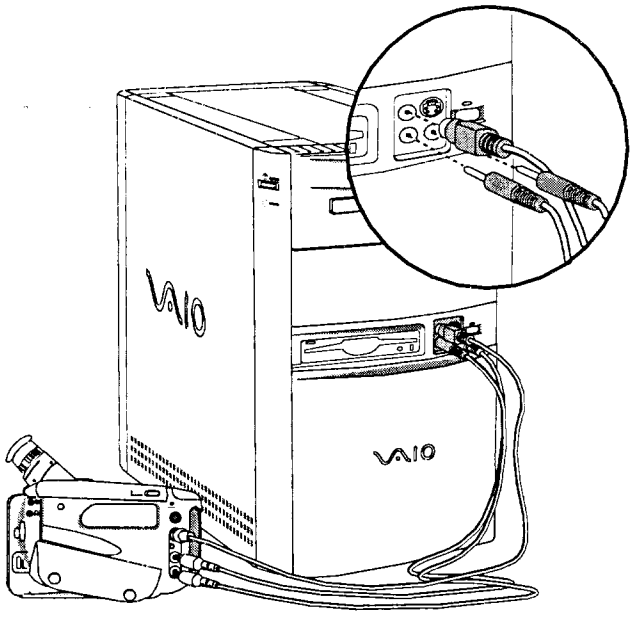
Connecting a camcorder or VCR enables you to watch, hear, capture, and edit video on your computer using the built-in TV Player program.

✍ For your convenience, your PC includes audio and video connectors on both the front and back panels, allowing you to connect to either set of connectors. After connecting a component, use the Front/Rear Control toggle switch on the front panel to select the front or rear connectors. The LED indicator light is on when the front connectors are active.

1 Locate the audio and video IN connectors on the PC (front panel connectors shown below).

✍ If your camcorder or VCR has an S-VIDEO OUT connector, you can get better picture quality by connecting to the PC's **S-VIDEOIN** connector instead of the composite video connector. If your video device doesn't have S-VIDEO or composite A/V connectors, you can use a VHF/UHF connection, as described on page 15.

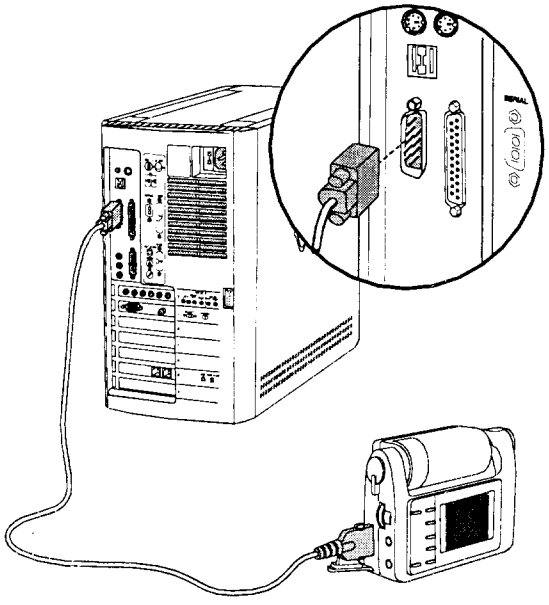
2 Plug the video device's audio and video OUT cables into the PC's audio and video IN connectors.



Connecting a Digital Camera or Other Serial Peripheral

You can connect other computer peripherals, such as Sony's digital still camera, to the PC's serial port.

❑ Plug the serial cable from the digital camera into the serial port.



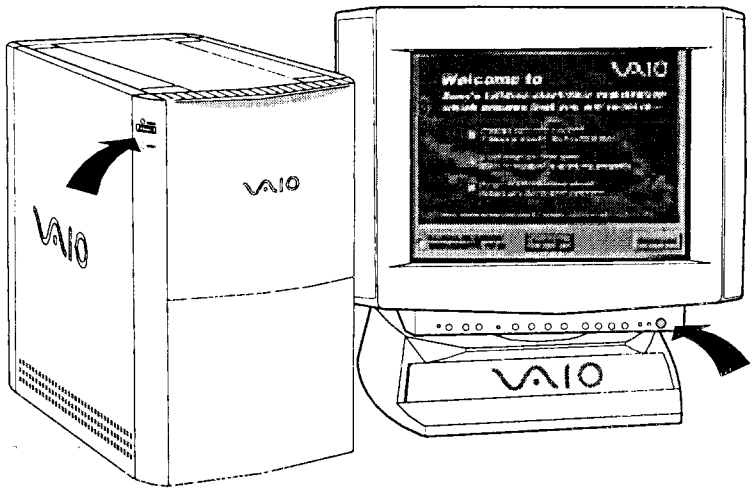
✍ See the manual that came with your digital camera for more information on setting it up and using it.

Starting Your Sony PC

After you connect all the cables and accessories to your Sony PC, you're ready to turn on the PC.

1 Press the power switch on the display to turn on the power.

2 Press the power switch on the upper-left panel of the PC to turn on the power.



See "Shutting Down Your Sony PC" on page 43 for instructions on turning off your PC.

Registering Windows® 95

The first time you turn on your Sony PC, you need to complete a few steps to register and configure the Windows 95 software that is already installed on your PC. You do not need to repeat these steps each time you turn on your computer.

✍ You must register Windows 95 before you can use your PC.

The on-screen instructions guide you through the registration and configuration process. The following is an overview of the process.

1 Gathering information:

- ❑ Enter your name.
- ❑ Read and accept the License Agreement.
- ❑ Enter your Certificate of Authenticity number located on the cover of the *Introducing Windows 95* manual.

2 Windows 95 setup:

- ❑ Click the Finish button on the Windows 95 Setup Wizard screen.

3 Selecting your computer settings:

- ❑ If necessary, change the Time Zone, Date and Time on the Date/Time Properties screen.

4 Learning about Windows 95:

- ❑ If you want, take the tour of Windows 95.

Registering Your PC

Take advantage of Sony's commitment to quality customer support and receive these benefits by registering your Sony PC:

- **Sony Online Support**—Talk to a Support Representative to troubleshoot problems you may be having with your PC.
- **One-year parts and limited labor warranty**—Protect your investment. See the Limited Warranty Card for details.
- **On-site service**—Provides convenient resolution of problems.

Follow these steps to use the Sony PC online registration service.

You must connect your phone and phone line before using any online service including the online registration service. See "Connecting the Phone Line and Phone" on page 12.

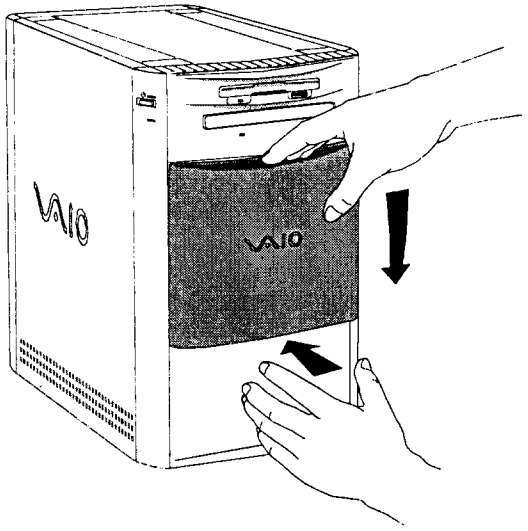
1. Enter the information requested on the first online registration form. Press the TAB key to move from box to box.
2. Click the Next button to advance to the next form.
3. Complete the remaining forms by clicking the Next button each time you complete a form.
4. Click the Register Now button to register your PC. The Sony PC automatically transfers your registration information using your built-in modem and a toll-free telephone number.

Accessing the Diskette, CD-ROM, and Zip Drives

You need to open the front panel to access the diskette, CD-ROM, and Zip drives. Follow these steps to open and close the front panel.

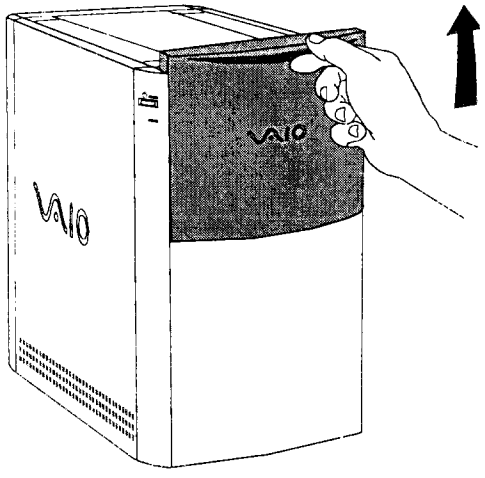
1 Push in the lower front panel on your PC.

2 Slide the upper panel down to reveal the CD-ROM and diskette drives.



3 To access the Zip drive, slide the upper panel down to the second position.

4 After you finish using the drives, slide the upper panel up until you see the lower panel click into place.



If you are using software that can eject CD-ROM or Zip disks, be sure to leave the front panel open.

Getting Started with VAIO™ Space

What Is VAIO Space?

Sony VAIO Space is a desktop environment you can use to:

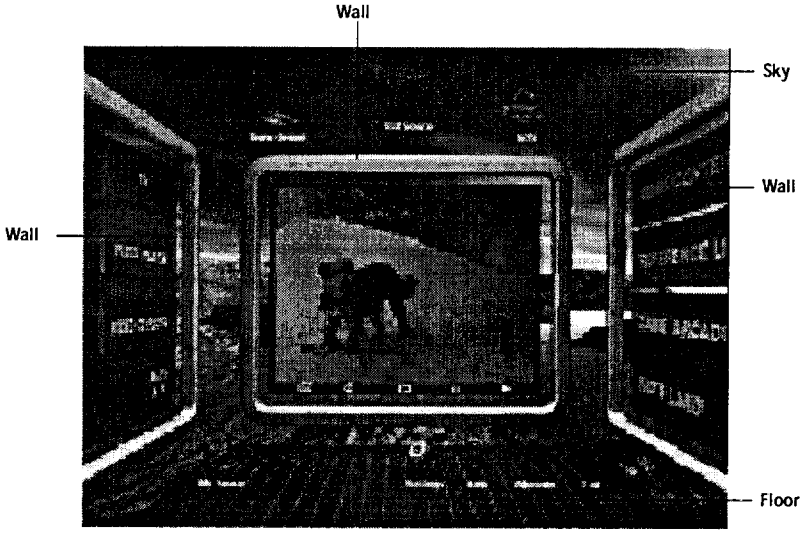
- Launch applications
- Connect to online services
- Access the components in the Sony A/V Suite to watch videos or TV programs, play CDs, work with sound files, use the Communication Center, and more

VAIO Space organizes all your preinstalled software, offering easy access to your applications. The 3-D graphics, animated icons, and movie clips in the center of the screen make the VAIO Space desktop a distinctive PC environment.

VAIO Space and Windows 95 work together so that you can easily switch back and forth between the two desktops. You can even choose which desktop appears when you turn on your PC—VAIO Space or Windows 95.

The VAIO Space Screen

As you look at the VAIO Space screen, imagine that you are standing in a room looking at three walls and a ceiling open to the sky.



Area	Description
Sky	Here you can connect to online services, launch an Internet browser, go directly to the Sony World Wide Web site, and access Sony Online Support.
Walls	VAIO Space contains three walls: the Video Wall, the A/V Wall, and the Application Wall.
Floor	The Floor offers instant access to a variety of common tasks, such as getting help and switching to Windows 95.

The wall in the center is the active wall—the one that you can currently use. To move a wall or the Sky to the center, just place the mouse pointer on it, and click when you see a green arrow.

Exploring the Sky

The VAIO Space Sky lets you access online services, Internet browsers, and Sony Online Support. The Sky contains three animated icons: Sony Online, Net Space, and SOS. These icons are available for you to use when they are spinning. If the icons are not currently moving, you need to close any open windows to make the icons available.

Icon	Description
	Launches an Internet browser and displays the Sony World Wide Web site.
	Displays the Net Space window, whichenables you to launch online services and Internet browsers. See page 32 for details.
	Launches the SOS program and connects to Sony Online Support where you can speak to a support representative. See page 32 for details.

Using Sony Online

Sony Online gives you direct access to the Sony World Wide Web site. You can use your existing Internet Service Provider or establish a new account with an online service. Unless you are using a network, you must complete the account setup process the first time you use an Internet Service Provider to access Sony Online.

To complete account setup

1. Click the Sony Online icon.
2. Select Modem.
3. Click the New Connection button.
4. Follow the on-screen instructions to complete the account setup process.

Using SOS

The SOS icon connects you to Sony Online Support. You can use SOS to exchange information with a Sony customer service representative. For details on using SOS, see "Calling SOS" on page 149.

To start SOS

1 Click the SOS icon.

2 Click the Connect to SOS icon on the Sony Online Support screen.

3 Complete the on-screen form.

4 Click the Call SOS button.

Using Net Space

The Net Space window enables you to launch online services and Internet browsers. To use these, you must first subscribe to an online service or establish an account with an Internet Service Provider.

To launch an application from Net Space

1 Close any open windows.

2 Place the mouse pointer on the Net Space icon.

3 Click to open the Net Space window.

4 Double-click an icon to start the application.

5 After you finish using the software, click the button in the upper right-hand corner to close the Net Space window.

Exploring the Walls

The VAIO Space walls help you organize and access the software on your Sony PC. Although you can see all three walls at the same time, only the center wall is active. To activate another wall, just click the wall.

Wall	Description
Video Wall	Displays video clips.
A/V Wall	Contains the Sony A/V Suite where you can play sounds, music, and videos. The A/V Wall also includes the TV Player, and an integrated phone/fax and video phone application. See "Introducing the Sony A/V Suite" on page 45 for more information.
Application Wall	Provides a convenient way to launch your preinstalled software.

Using the Video Wall

When the Video Wall is in the center position, you can right-click anywhere on the desktop to display a list of video selections. To begin the display of the video, just select select the video from the list.

Launching Applications

The software that comes with your Sony PC is arranged into four categories on the Application Wall:

- **Work Center** presents a variety of productivity tools including word processing and financial management applications.
- **Reference Library** stores multimedia reference materials such as encyclopedias and dictionaries.
- **Game Arcade** offers entertainment software titles.
- **Kid's Land** includes software designed especially for children.

To launch software from the Application Wall

1. Click the Application Wall to move it to the center position.
2. Click the category you want to open: Work Center, Reference Library, Game Arcade, or Kid's Land.
3. Double-click the icon to start the software.

Adding and Removing Applications in VAIO Space

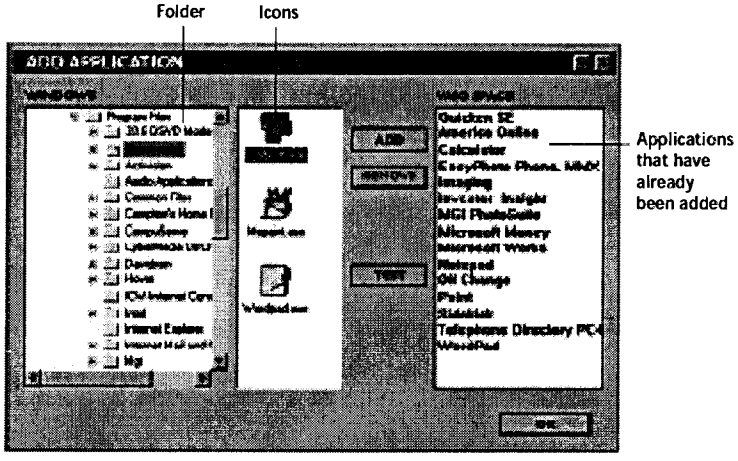
If you purchase additional software, you can add icons to VAIO Space so that you can easily launch these applications. You can add software to any of the following areas within VAIO Space:

- Work Center
- Reference Library
- Game Arcade
- Kid's Land
- Net Space
- My Space
- More A/V

To add an application to VAIO Space

1. Install the application by following the installation instructions that come with the software.
2. Open the VAIO Space area where you want to add the application.

   For example, to add a utility to the Work Center, move the Application Wall to the center position, and click the Work Center category.
3. Click the Add/Remove Application button to display the Add Application dialog box.



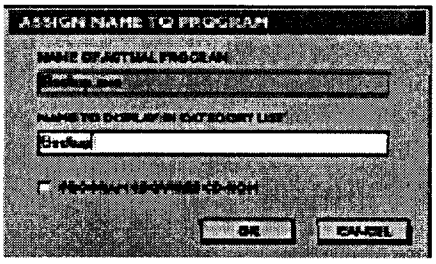
4 In the Windows area of the dialog box, change drives and folders, as necessary, to select the folder containing the application.

5 Select the icon for the software you want to add.

> You can launch the application to verify your icon selection by clicking the Test button.

6 Clcik the Add button.

7 In the Assign Name to Program dialog box, edit the file name to make it more descriptive if necessary.



> If the software documentation indicates that you need to insert a CD each time you run the application, select the Program Requires CD-ROM check box.

8 Click the OK button to add the application.

9 Click the OK button to close the Add Application dialog box.

To remove an application from VAIO Space

✍ The following procedure only removes the application from VAIO Space. To remove the application and all its files from your hard disk, see the Introducing Microsoft Windows 95 guide or the Windows 95 online help.

1. Open the VAIO Space area containing the application you want to remove.
2. Click the Add/Remove Application button to display the Add Application dialog box.
3. In the VAIO Space area of the dialog box, select the name of the application you want to remove.
4. Click the Remove button.
5. Click OK to remove the connection to VAIO Space.
6. Click the OK button to close the Add Application dialog box.

Exploring the Floor

The icons on the VAIO Space Floor offer convenient access to common tasks, such as getting help and switching to the Windows 95 environment. The icons are available for you to use when they are spinning. If the icons are not currently moving, you need to close any open windows to make the icons available.

Icon	Description
	Opens a window where you can store the software you use most often.
	Lets you change your VAIO Space preferences.
	Displays on-screen help for VAIO Space.
	Switches to Windows 95, placing VAIO Space on the taskbar so that you can return to it easily.
	Closes VAIO Space and switches to Windows 95.

Using My Space

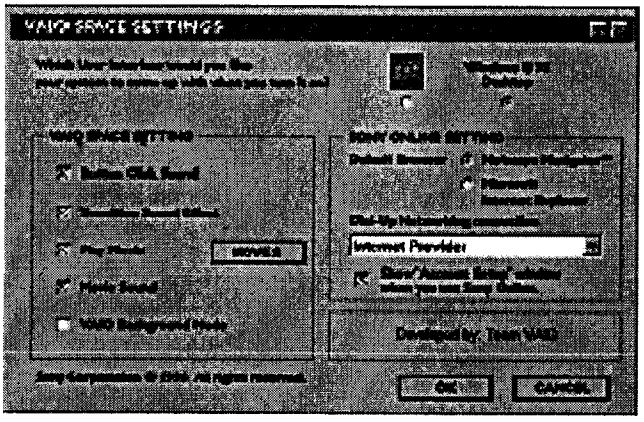
For quick access to the applications you use most often, place them in the My Space window. To add software to this window, see "Adding and Removing Applications in VAIO Space" on page 34.

To launch an application from My Space

1. Click the My Space icon to open the My Space window.
2. Double-click an icon to start an application.
3. After you finish using the software, click the Close button to close the My Space window.

Changing VAIO Space Settings

You can customize VAIO Space in a number of ways. For instance, you can choose a default environment, turn off sound effects, and select movies for the Video Wall.



To set your VAIO Space preferences

1 Click the Settings icon to open the VAIO Space Setting window.

2 Change any of the following options.

Option	Description
Which User Interface would you like your system to come up with when you turn it on?	Choose VAIO Space or Windows 95 as your startup desktop.
Button Click Sound	Choose whether you hear a sound when you click the mouse.
Transition Sound Effect	Choose whether you hear a sound when you make a wall or the Sky active.
Play Movie	View movie clips on the Video Wall.
Movie Sound	Turn the Video Wall movie soundtrack on or off.
Movies button	Add or remove movies. See "Selecting Movies for the Video Wall" on page 40.
VAIO background mode	Choose background mode when you want to use multiple VAIO Space applications at the same time.
Default Browser	Select the Internet browser to launch when you click the Sony Online icon.
Dial-Up Networking connection	Select the Internet Service Provider to use with Sony Online.
Show 'Account Setup' window when you use Sony Online	View or bypass the Account Setup window.

3 After you finish setting preferences, click the OK button.

Selecting Movies for the Video Wall

You can add MPEG movie files to the Video Wall and remove the default files.

To add movies

1. Click the Settings icon on the Floor.
2. Click the Movies button.
3. In the Windows area of the dialog box, select the icon for the movie you want to add.

   ✍ Change drives and folders, as necessary, to select the correct icon. Only .MPG and .AVI files appear in this window.

4. Click the Add button.
5. Click the OK button to close the Add Movie window.

To remove movies

1. Click the Settings icon on the Floor.
2. Click the Movies button.
3. In the VAIO Space area of the dialog box, select the movie file you want to remove from the playlist.
4. Click the Remove button.
5. Click the OK button to close the Add Movie window.

✍ You can add a movie to a specific location in the playlist by first highlighting a movie in the playlist. The new movie is added to the list above the highlighted movie.

Using the Windows 95 Taskbar

The Windows 95 taskbar contains the Start button and buttons representing each open application and folder. It offers a quick and easy way to switch between open applications. By default, the taskbar appears at the bottom of the screen, but you can move it to any edge of the screen. While you are in VAIO Space, the taskbar is hidden but readily accessible.

To use the Windows 95 taskbar

1 Move the mouse pointer to the bottom of the screen to display the taskbar. The following shows a taskbar with an open application.

2 Do any of the following:

Action	Procedure
Switch to another application	Click the application's button on the taskbar.
Launch another application	Click the Start button, point to Programs, and click the software title you want.
Move the taskbar	Click an empty part of the taskbar and then drag it to a different location. To display the taskbar after you move it, point to the edge of the screen where you placed the taskbar.

The taskbar disappears when you move the pointer away from it.

Switching to Windows 95

VAIO Space and Windows 95 run simultaneously, and it's easy to switch back and forth between them. If you don't plan to use VAIO Space for an extended period of time, you can close it and work only in Windows 95.

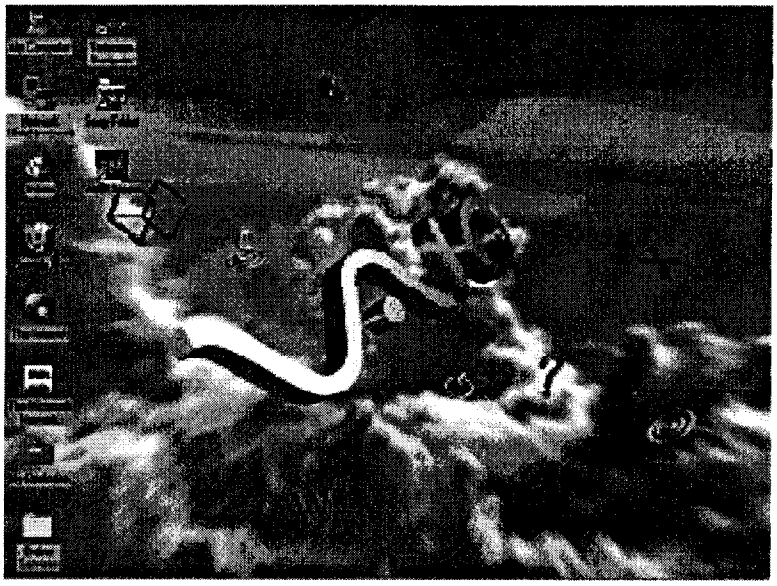
To switch between Windows 95 and VAIO Space

1 Click the Windows icon on the Floor.

2 To return to VAIO Space, click the VAIO Space button on the taskbar.

To close VAIO Space

1 Click the Exit icon to close VAIO Space and display the Windows 95 desktop.



To launch VAIO Space from Windows 95

❑ Double-click the VAIO Space icon on the Windows 95 desktop.

Shutting Down Your Sony PC

When you're ready to turn off your PC, use the following procedure.

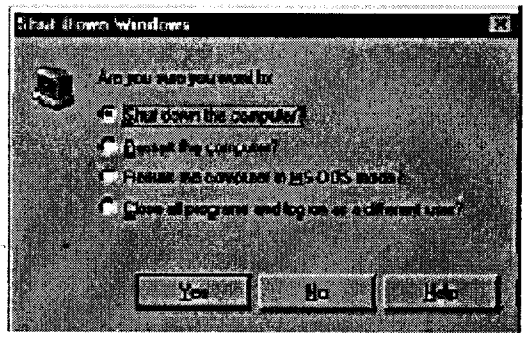
! **To avoid the potential loss of data, do not press the power switch before you shut down the PC.**

To shut down your PC

1 Display the Windows 95 taskbar. See "Using the Windows 95 Taskbar" on page 41.

2 Click the Start button to open the Start menu.

3 Click Shut Down at the bottom of the Start menu to display the Shut Down Windows dialog box.



4 Click Shut Down the Computer.

5 Click Yes.

✍ Respond to any prompts about saving documents.

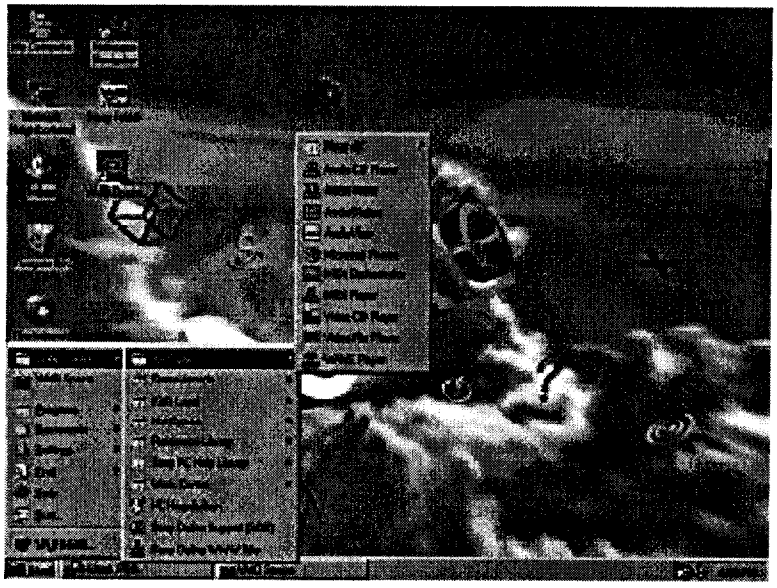
6 Wait for your PC to turn off automatically.

7 Turn off the display and any other peripherals connected to your PC.

Introducing the Sony A/V Suite

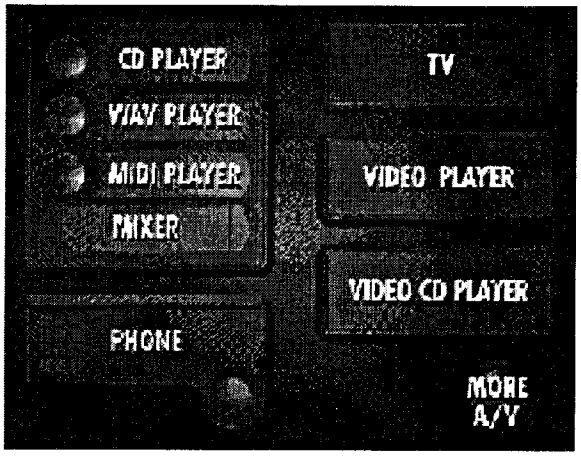
The Sony A/V Suite provides an integrated suite of software that gives you complete control of the audio/video features of your Sony PC, including the ability to watch TV programs on your computer. The intuitive, "home stereo component" interface offers you a familiar set of sound and video controls.

You can access the Sony A/V Suite by clicking the A/V Wall in VAIO Space. You can also access the individual components from the Windows 95 desktop by opening the Start menu, pointing to Sony Folder, pointing to A/V Suite, and then clicking the program you want to use.



The A/V Wall

In addition to including the Sony A/V Suite, the A/V Wall provides access to your phone and, through the More A/V button, access to additional A/V software titles. Each component is dedicated to a specific audio/video function.



Component	Description
CD Player	Plays audio tracks from your CD-ROM drive. See "Using the CD Player" on page 50.
WAV Player	Plays, records, and edits WAVE (.WAV) sound files. See "Using the WAV Player" on page 57.
MIDI Player	Plays, records, and edits MIDI (.MID) music files using external MIDI instruments. See "Using the MIDI Player" on page 70.
Mixer	Controls the volume and tone levels for sound files, videos, audio tracks, and other devices. See "Using the Mixer" on page 48.
Phone	Launches the Phone application where you can use the built-in speakerphone, answering machine, fax and Video Phone features. See "Using the Communication Center" on page 105.

Component	Description
TV	Launches the TV player application, which enables you to watch TV programs and videos on your computer. See "Using the TV Player" on page 85.
Video Player	Plays AVI (.AVI) and MPEG (.MPG and .DAT) videos on your Sony PC screen. See "Using the Video Player" on page 77.
Video CD Player	Plays Video CDs. See "Using the Video CD Player" on page 82.
More A/V	Lists additional software titles that come with your Sony PC. You can also use this area to add other A/V software for quick access. See "Using More A/V" on page 103.

The CD, WAV, MIDI, and Video Players enable you to create playlists. Playlists let you save a selection of tracks or files you want to hear or view so that you can reuse them later.

Some components and players in the A/V Suite have buttons with indicator lights. These components are active when the light is on.

Using the Mixer

The Mixer enables you to control your Sony PC's sound sources for Windows multimedia and sound programs. The Mixer has individual controls for:

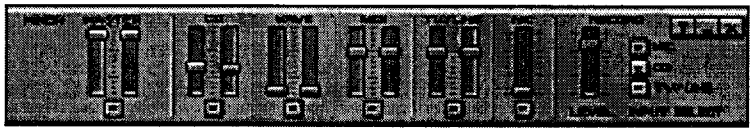
- Master (all sources) volume level

  Use the Master setting to override the individual settings for the other players and devices.

- CD Player volume level

  If you add a CD-ROM drive with recording capabilities, use the CD recording setting to set the input volume.

- WAV Player volume level
- MIDI Player volume level
- TV/Line output level
- Microphone output level
- Recording level volume
- Input selection: MIC, CD, TV/Line



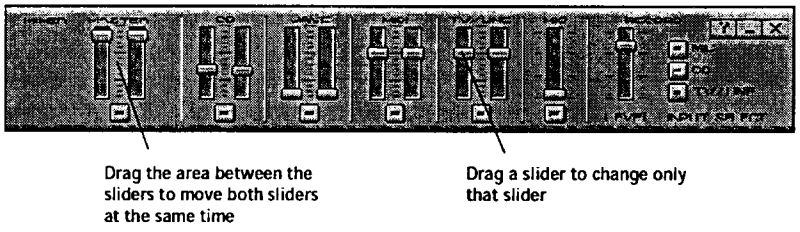
Do not use headphones the first time you use the Mixer. The default audio settings may be loud enough to cause hearing problems or discomfort when played through headphones. Listening to loud music with headphones or using headphones for an extended period of time may also cause hearing problems or discomfort.

If you change an A/V player's volume setting, the Mixer display updates automatically. Likewise, if you change the Mixer volume settings for an A/V player, the player's volume setting updates automatically.

To change the Mixer volume setting

1 Click the Mixer on the A/V Wall.

2 Drag the slider(s) to set the volume for the selected sound source.



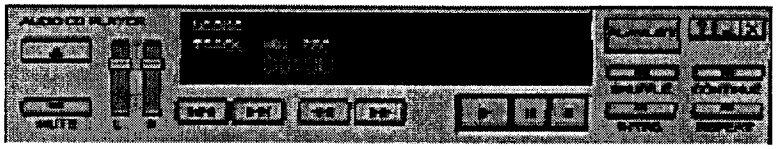
3 Repeat step 2 until you are satisfied with the resulting sound.

Other Mixer Functions

Action	Procedure
Toggle the sound on and off	Click (Mute) for the specified source.

Using the CD Player

The CD Player plays regular audio CDs in your Sony PC's CD-ROM drive. It features the same type of functionality as an ordinary CD player (such as Next Track and Shuffle Play). You can also create temporary playlists of your favorite songs for the current listening session.



Playing an Audio CD

You can play an audio CD at any time, as long as you're not currently running a CD-ROM program. You can even close the CD Player window while listening to a CD. If the CD has a playlist, the player plays the selected tracks. For more information about playlists, see "Creating CD Playlists" on page 54.

To play an audio CD

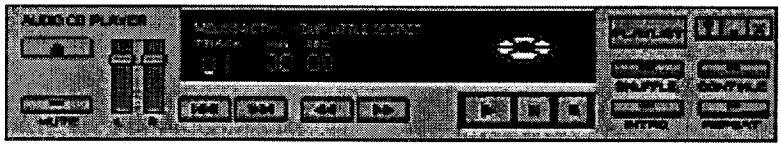
1 Click the CD Player on the A/V Wall.

2 Click (Eject) to open the CD tray.

3 Place an audio CD in the CD tray, and then click (Eject) again to close the tray.

4 Click (Play).

The CD Player displays the track name and number, the CD name, the elapsed time, and a rotating CD that indicates the CD is playing.



The CD and track names appear as "untitled" until you name them. (See "Naming a CD" on page 52 and "Naming CD Tracks" on page 53 for details.)

Other CD Player Functions

Action	Procedure
Toggle the sound on and off	Click MUTE.
Stop play	Click (Stop).
Pause play	Click (Pause).
Go to the next track	Click (Next).
Go to the beginning of the current track	Click (Previous).
Rewind the current track	Click and hold (Rewind).
Fast forward the current track	Click and hold (Fast Forward).
Play the tracks in random order	Click SHUFFLE.
Adjust the volume	Drag the CD volume sliders on the CD Player or the Mixer. See "Using the Mixer" on page 48.
Create or update a playlist	Click PLAYLIST. See "Creating CD Playlists" on page 54.
Play an intro to each track in the playlist	Click INTRO.
Play the current playlist tracks in the order in which they appear	Click CONTINUE.
Continuously play ("loop") the current playlist tracks in the order in which they appear	Click REPEAT.
Open or close the CD tray	Click (Eject).

To open the CD tray when you do not have a CD in the tray, press the Eject button on the front panel of the PC.

Naming a CD

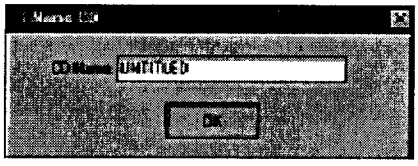
If you name the CD, the CD Player stores this information and remembers it whenever you play the CD.

To name a CD

1 Click the CD Player on the A/V Wall.

2 Click the PLAYLIST button to display the CD Playlist Edit dialog box.

3 Click the Name CD button to display the Name CD dialog box.



4 Type the name of the CD.

5 Click the OK button to save the CD name and return to the CD Playlist Edit dialog box.

The CD name now appears in the CD Name box.

6 Click the OK button to return to the CD Player.

The CD resumes playing and the name now appears in the CD Player display.

Naming CD Tracks

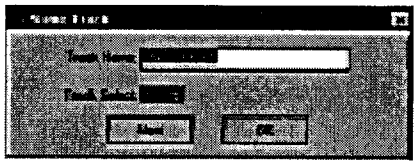
You can name the tracks on a CD as well. The CD Player stores this information and remembers it whenever you play the CD.

To name tracks on a CD

1 Click the CD Player on the A/V Wall.

2 Click the PLAYLIST button to display the CD Playlist Edit dialog box.

3 Click the Name Track button to display the Name Track dialog box.



4 Type the name of the track.

5 Click the Next button to name the next (or another) track.

Repeat this step for other tracks you want to name.

6 Click the OK button to save the track name(s) and return to the CD Playlist Edit dialog box.

The track names now appear in the CD Tracks list.

If you have a playlist for this CD, the track names also appear in the Playlist.

7 Click the OK button to return to the CD Player.

The CD resumes playing and the current track name now appears in the CD Player.

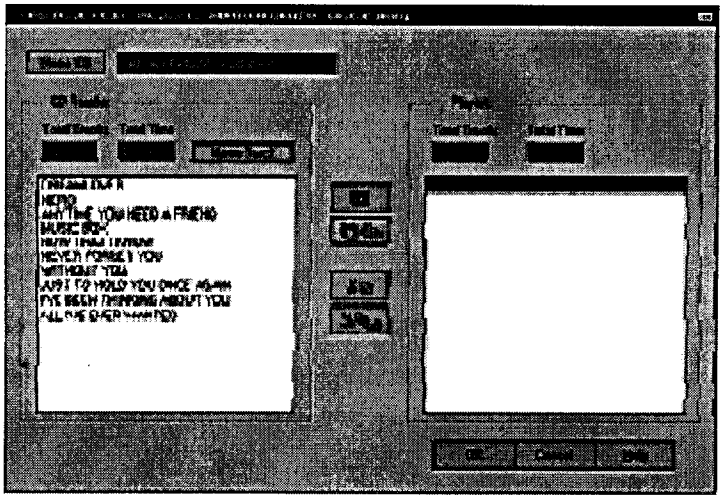
Creating CD Playlists

You can create a temporary playlist of the tracks you want to play during your current listening session. You can customize the list to include only your favorite tracks or all tracks on the CD.

To create and customize a CD playlist

1 Click the CD Player on the A/V Wall.

2 Click the PLAYLIST button to display the CD Playlist Edit dialog box.



3 Select the tracks you want to add to the playlist:

Action	Procedure
Copy one track in the CD Tracks list to the playlist	Double-click the track, or select the track and then click (Add Selection).
Copy all tracks in the CD Tracks list to the playlist	Click (Add All Files).
Copy a range of tracks in the CD Tracks list to the playlist	Press the SHIFT key on the keyboard while clicking the first and last tracks in the range, and then click (Add Selection).
Copy selected tracks in the CD Tracks list to the playlist	Press the CTRL key on the keyboard while clicking each track, and then click (Add Selection).

4 Click the OK button to save the temporary playlist.

✍ You can add CD tracks to a playlist by opening the playlist and selecting the tracks you want to add as described in step 3.

Removing Tracks from a CD Playlist

If you don't want to listen to specific tracks on a CD, you can remove them from the temporary playlist.

To remove a track from a CD playlist

1 Click the CD Player on the A/V Wall.

2 Click the PLAYLIST button to display the CD Playlist Edit dialog box.

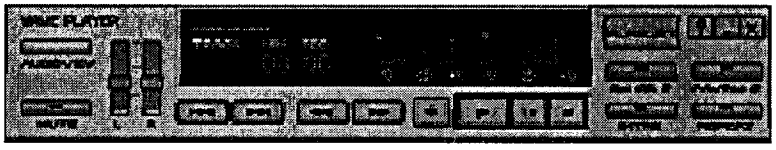
3 Select the tracks you want to remove from the playlist:

Action	Procedure
Remove one track from the playlist	Click the track, and then click (Delete Selection).
Remove all tracks from the playlist	Click (Delete All Selections).

4 Click the OK button to save the temporary playlist.

Using the WAV Player

The WAV Player lets you record and play WAV sounds (such as keyboard clicks and your own voice). You can make playlists of your favorite sounds to play during current and future listening sessions. You can also use the WAV Player to edit sounds. See "Using AudioView" on page 63 for details.



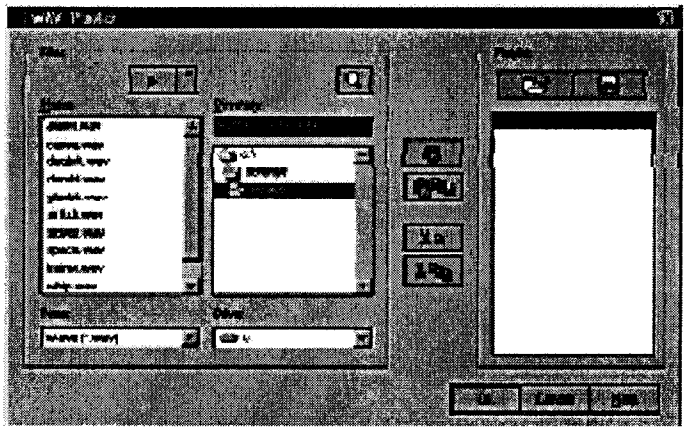
Playing a WAV File

You can open and play individual WAV files, or you can create a list of specific WAV files to play.

To play a WAV file

1 Click the WAV Player on the A/V Wall.

2 Click PLAYLIST to display the WAV Playlist dialog box.



3 Select a WAV file from the Name list.

4 Click ▶ (Play) to hear the sound.

5 Click the OK button to return to the WAV player.

Other WAV Player Functions

Action	Procedure
Toggle the sound on and off	Click MUTE.
Stop play	Click (Stop).
Pause play	Click (Pause).
Create or update a playlist	Click PLAYLIST. See "Creating WAV Playlists" on page 59.
Go to the next file in the playlist	Click (Next).
Go to the beginning of the current file in the playlist	Click (Previous).
Rewind the current file	Click and hold (Rewind).
Fast forward the current file	Click and hold (Fast Forward).
Play the playlist files in random order	Click SHUFFLE.
Adjust the volume	Drag the WAV volume sliders on the WAV Player or the Mixer. See "Using the Mixer" on page 48.
Play an intro to each file in the playlist	Click INTRO.
Play the current playlist files in the order in which they appear	Click CONTINUE.
Continuously play ("loop") the current playlist files in the order in which they appear	Click REPEAT.
Record a WAV sound	Click (Record). See "Recording a WAV File" on page 69.
Edit a WAV sound	Click AUDIOVIEW to launch AudioView. See "Editing a WAV File" on page 63.

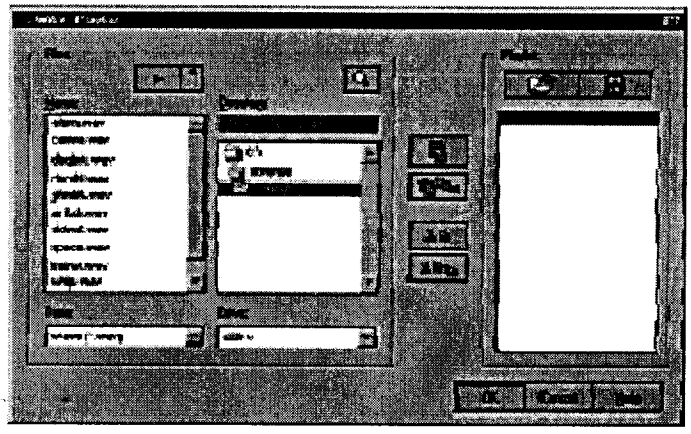
Creating WAV Playlists

You can create or customize a playlist of the WAV files you want to play (such as animal sounds or funny noises). You can add files one at a time, or you can add a group of files.

To create and customize a WAV playlist

1 Click the WAV Player on the A/V Wall.

2 Click the PLAYLIST button to display the WAV Playlist dialog box.



3 Select the WAV files you want to add to the playlist, changing drives and folders as necessary:

Action	Procedure
Copy one file in the Names list to the playlist	Double-click the file, or select the file and then click (Add Selection).
Copy all files in the Names list to the playlist	Click (Add All Files).
Copy a range of files in the Names list to the playlist	Press the SHIFT key on the keyboard while clicking the first and last files in the range, and then click (Add Selection).
Copy selected files in the Names list to the playlist	Press the CTRL key on the keyboard while clicking each file, and then click (Add Selection).
Find all WAV files on the selected drive	Click (Search Selected Drive).

To play a sound file, select the file, and then click (Play). To play the files you select automatically, click (Automatically Play Highlighted File).

4 Click (Save File), and then type a file name.

Change drives and folders, as necessary, to save the file to the correct location. The sound playlist file extension defaults automatically to VSL.

5 Click the OK button to save the file.

You can add WAV files to a playlist by opening the playlist and selecting the files you want to add. To remove files from a playlist, see "Removing Files from a WAV Playlist" on page 62.

Playing a WAV Playlist

If you have more than one WAV playlist, you must select which list you want to play. If you have only one playlist, just click (Play) on the WAV Player.

To play a WAV playlist

1. Click the WAV Player on the A/V Wall.
2. Click the PLAYLIST button to display the WAV Playlist dialog box.
3. Click (Open File), and then select the file you want to open.

   ✍ Change drives and folders, as necessary, to select a file.

4. Click the OK button to open the file and return to the WAV Playlist dialog box.
5. Click the OK button to return to the WAV Player.
6. Click (Play) to hear the sounds in the playlist.

Removing Files from a WAV Playlist

If you don't want to hear specific files in a WAV playlist, you can remove them from the list.

To remove files from a WAV playlist

1 Click the WAV Player on the A/V Wall.

2 Click the PLAYLIST button to display the WAV Playlist dialog box.

3 Select the WAV files you want to remove from the playlist:

Action	Procedure
Remove one file from the playlist	Select the file, and then click (Delete Selection).
Remove all files from the playlist	Click (Delete All Selections).

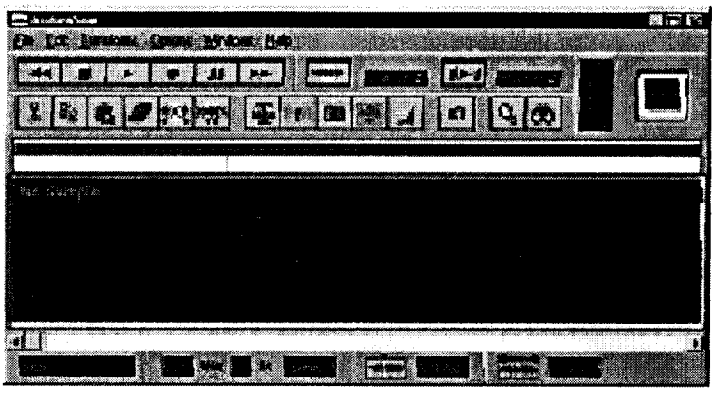
4 Click (Save File), and then type a new file name or select the name of the current playlist.

5 Click the OK button to save the file.

If you selected the name of the current playlist, click the Yes button in the next dialog box, which asks whether you want to overwrite the file.

Using AudioView

AudioView enables you to edit WAV sounds using common editing functions, such as cut, copy, and paste. Other editing functions include sound mixing and changing playback volumes. You can record and edit new WAV sounds as well.



Editing a WAV File

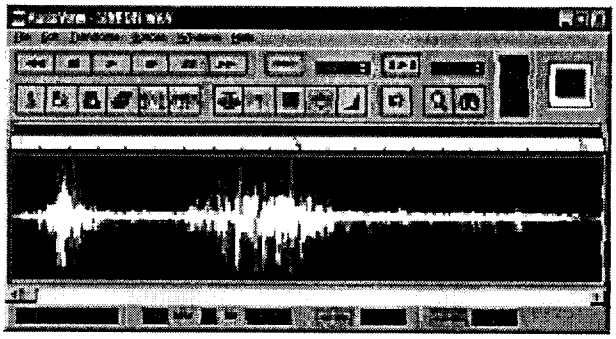
You can edit a WAV file to remove dead (flat) spots and to rearrange and mix sounds. Most editing requires selecting start and end points of a segment or range that you want to change.

✍ If you choose AUDIOVIEW when a WAV file is already open, the current WAV file appears.

To cut and paste data

1. Click the WAV Player on the A/V Wall.
2. Click the AUDIOVIEW button to display AudioView.
3. Open the File menu and select Open to display the file you want to edit.

4 Click (Play) to hear the sound.

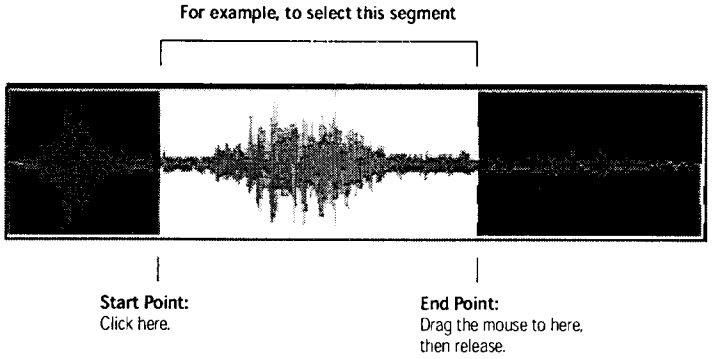


5 Select the segment you want to cut. See "Segment Selection Functions" below for details.

Segment Selection Functions

Action	Procedure
Select a segment	Click the Start point in the graphic display, drag the mouse to the right to the desired End point, and then release.
Select the entire file	Double-click anywhere in the graphics display, or open the Edit menu and select Select All.
Select a segment as you listen	Play the file. When you hear the sound you want to use as the Start Point, hold down the (Select Range During Playback) as the passage plays. Release the button at the end of the desired segment, and then click (Stop).
Make rough adjustments to the selected segment	Hold down the SHIFT key on the keyboard, place the mouse cursor at the desired location and then click.
Make precise adjustments to the selected segment	Click anywhere on the Range Start or Range End areas (to the left and right of , respectively). Then click the up or down arrow to adjust the time by 1/100th second.

✍ After you select the segment, the display highlights the segment. Note the numbers in the Range Start and Range End marker boxes. These numbers can help you select the same segment again.



6 Click (Cut).

If you want to paste the data into another WAV file, open that file now.

7 If you want to move the segment, click the location where you want to paste the data, and then click (Paste).

8 Click (Play) to hear the edited sound.

9 When you're ready to save the new sound, open the File menu and select Save As..., and then type a file name.

Change drives and folders, as necessary, to save the file to the correct location.

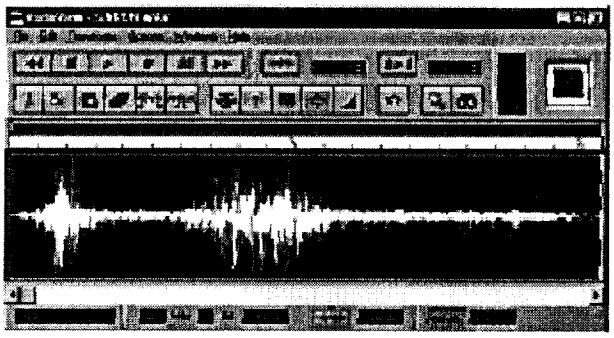
10 Click the OK button to save the file.

To copy and paste data

1 Click the WAV Player on the A/V Wall.

2 Click the AUDIOVIEW button to display AudioView.

3 Open the File menu and select Open to display the file you want to edit.



4 Click (Play) to hear the sound.

5 Select the segment you want to copy, and then click (Copy). See "Segment Selection Functions" on page 64 for details.

The display highlights the selected segment.

If you want to paste the data into another WAV file, open that file now.

6 If you want to move the segment, click the location where you want to paste the data, and then click (Paste).

7 Click (Play) to hear the edited sound.

8 When you're ready to save the new sound, open the File menu and select Save As..., and then type a file name.

Change drives and folders, as necessary, to save the file to the correct location.

9 Click the OK button to save the file.

Other AudioView Edit Functions

Action	Procedure
Stop play	Click (Stop).
Pause play	Click (Pause).
Rewind the current sound	Click and hold (Rewind).
Fast forward the current sound	Click and hold (Fast Forward).
Adjust the volume	Drag the WAV volume sliders on the WAV Player or the Mixer. See "Using the Mixer" on page 48.
Select a segment or range	See "Segment Selection Functions" on page 64.
Play the selected segment	Click (Play Range).
Delete all data except a selected segment	Click (Trim).
Adjust the volume (amplitude) of a selected segment	Click (Scale).
Echo a selected segment	Click (Echo).
Remove background noise	Click (Noise Gate) to find every sample in the selected segment with an amplitude below a specific amount.
Adjust the volume (amplitude) and improve the signal-to-noise ratio of a sound recorded at too low a level	Click (Normalize).
Fade in or fade out a selected segment	Click (Fade).
Undo the last edit or transform operation	Click (Undo).
Zoom in on a selected segment	Click (Zoom In).
Zoom out of a selected segment	Click (Zoom Out).

Other AudioView Functions—Edit and Transforms Menus

Action	Procedure
Insert silence (dead or flat spot)	Open the Edit menu and select Insert Silence.
Copy a file to the Clipboard	Open the Edit menu and select Load File into Clipboard.
Save contents of the Clipboard to a file	Open the Edit menu and select Save Clipboard, and then specify the file name.
Combine (mix) two sounds by copying one sound *over* the other	Copy or cut a segment, select a segment in the file you want to mix, and then open the Edit menu and select Mix Paste.
Locate and display the highest volume level (amplitude) within a selected segment	Open the Transforms menu and select Find Peak.
Change positive amplitude values to negative, and vice versa	Open the Transforms menu and select Invert Samples.
Center the display for a sound recorded with an offset or adjust the offsets of a file after cutting and pasting data from different files	Open the Transforms menu and select DC Offset.
Paste a selected segment backwards	Open the Transforms menu and select Reverse.
Fade out the current file, fade in the data currently in the Clipboard, and then combine the sounds	Open the Transforms menu and select Crossfade.
Reduce a sound's sample rate by 50 percent	Open the Transforms menu and select Halve Sample Rate.
Convert a 16-bit file to 8-bit format	Open the Transforms menu and select 16 → 8 Bits.
Change a stereo file into a mono file	Open the Transforms menu and select Stereo → Mono.
Convert an 8-bit PCM WAV file to Sound Blaster® VOC format	Open the Transforms menu and select WAV → VOC.
Convert a VOC file to 8-bit PCM WAV format	Open the Transforms menu and select VOC → WAV.
Change the sample rate	Open the Tranforms menu and select Change Speed.

✍ For additional information about how to use these functions, see the online help.

Recording a WAV File

You can make WAV recordings easily using the WAV Player or AudioView.

1 Select an input source (such as Mic or CD) in the Mixer and set its record volume level. See "Using the Mixer" on page 48 for details.

2 If you want to record from the CD-ROM drive or from an external source (such as a tape deck), find the selection you want to record.

3 Click (Record) on the WAV Player or AudioView display. The red light blinks, indicating that the player is in Record Standby mode.

4 Click (Play) to begin recording. Speak into the microphone or start playing the material you prepared in step 2.

5 If necessary, click (Pause) to pause temporarily during recording. Click (Pause) again to resume recording.

> Be sure to use the (Pause) button to resume recording. If you click (Record)to resume recording, you erase the existing recording and start a new one.

6 Click (Stop) after you finish recording.

7 If you are using AudioView to record, the display shows a graphical representation of the recording.

8 Click (Play) to hear the recording.

> You can repeat steps 2 through 8 until you are ready to save the recording.

9 When you're ready to save the recording, open the File menu and select Save, and then type a file name.

> Change drives and folders, as necessary, to save the file to the correct location. If you don't want to save the recording, record over it or close the file.

10 Click the OK button to save the file.

Using the MIDI Player

The MIDI Player plays and records standard MIDI (.MID) music files. You can also make playlists of your favorite music to play during current and future listening sessions.

The MIDI player also includes the MIDI Orchestrator, a tool that enables you to record and play as many as 16 tracks. You can access the MIDI Orchestrator by clicking the MIDI ORCH button on the MIDI Player. For more information about using the MIDI Orchestrator, see the online help.

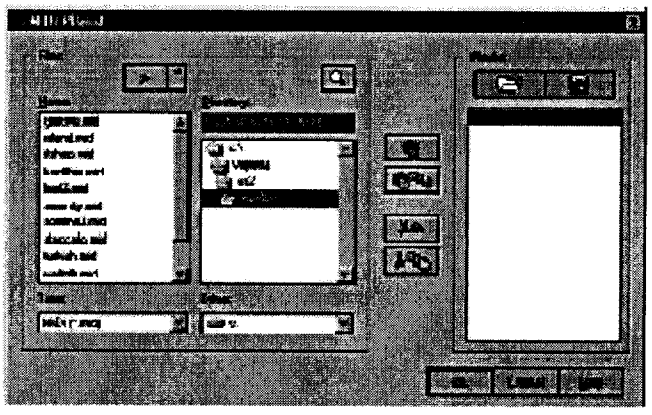
Playing a MIDI File

You can open and play individual MIDI files, or you can create a list of specific MIDI files to play.

To play a MIDI file

1 Click the MIDI Player on the A/V Wall.

2 Click PLAYLIST to display the MIDI Playlist dialog box.



3 Select a MIDI file from the Name list.

4 Click (Play) to hear the music.

5 Click the OK button to return to the MIDI player.

Other MIDI Player Functions

Action	Procedure
Mute the sound	Click MUTE.
Stop play	Click (Stop).
Pause play	Click (Pause).
Create or update a playlist	Click PLAYLIST. See "Creating MIDI Playlists" on page 72.
Go to the next file in the playlist	Click (Next).
Go to the beginning of the current file in the playlist	Click (Previous).
Rewind the current file	Click and hold (Rewind).
Fast forward the current file	Click and hold (Fast Forward).
Play the playlist files in random order	Click SHUFFLE.
Adjust the volume	Drag the MIDI volume sliders on the MIDI Player or the Mixer. See "Using the Mixer" on page 48.
Play an intro to each file in the playlist	Click INTRO.
Play the current playlist files in the order in which they appear	Click CONTINUE.
Continuously play ("loop") the current playlist files in the order in which they appear	Click REPEAT.
Record a MIDI music file	Click (Record). See "Recording a MIDI File" on page 76.

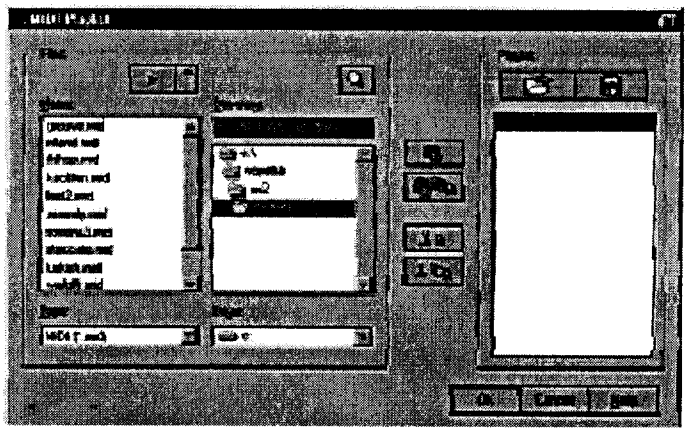
Creating MIDI Playlists

You can create or customize a playlist of the MIDI files you want to play (such as files of an individual composer or files from your own recording sessions). You can add files one at a time, or you can add a group of files.

To create and customize a MIDI playlist

1 Click the MIDI Player on the A/V Wall.

2 Click the PLAYLIST button to display the MIDI Playlist dialog box.



To play a music file, select the file, and then click (Play). To play the files you select automatically, click (Automatically Play Highlighted File).

3 Select the MIDI files you want to add to the playlist, changing drives and folders, as necessary:

Action	Procedure
Copy one file in the Names list to the playlist	Double-click the file, or select the file, and then click (Add Selection).
Copy all files in the Names list to the playlist	Click (Add All Files).
Copy a range of files in the Names list to the playlist	Press the SHIFT key on the keyboard while clicking the first and last files in the range, and then click (Add Selection).
Copy selected file in the Names list to the playlist	Press the CTRL key on the keyboard while clicking each file, and then click (Add Selection).
Find all MIDI files on the selected drive	Click (Search Selected Drive).

4 Click (Save File), and then type a file name.

Change drives and folders, as necessary, to save the file to the correct location. The MIDI playlist file extension defaults automatically to VML.

5 Click the OK button to save the file.

You can add MIDI files to a playlist by opening the playlist and selecting the files you want to add. To remove files from a playlist, see "Removing Files from a MIDI Playlist" on page 75.

Playing a MIDI Playlist

If you have more than one MIDI playlist, you must select which list you want to play. If you have only one playlist, just click (Play) on the MIDI Player.

To play a MIDI playlist

1. Click the MIDI Player on the A/V Wall.
2. Click the PLAYLIST button to display the MIDI Playlist dialog box.
3. Click (Open File), and then select the file you want to open.

   ✍ Change drives and folders, as necessary, to select a file.

4. Click the OK button to open the file and return to the MIDI Playlist dialog box.
5. Click the OK button to return to the MIDI Player.
6. Click (Play) to hear the music in the playlist.

Removing Files from a MIDI Playlist

If you don't want to hear specific files in a MIDI playlist, you can remove them from the list.

To remove files from a MIDI playlist

1 Click the MIDI Player on the A/V Wall.

2 Click the PLAYLIST button to display the MIDI Playlist dialog box.

3 Select the MIDI files you want to remove from the playlist:

Action	Procedure
Remove one file from the playlist	Select the file, and then click (Delete Selection).
Remove all files from the playlist	Click (Delete All Selections).

4 Click (Save File), and then type a new file name or select the name of the current playlist.

5 Click the OK button to save the file.

If you selected the name of the current playlist, click the Yes button in the next dialog box, which asks whether you want to overwrite the file.

Recording a MIDI File

You can make MIDI recordings easily using the MIDI Player and a MIDI instrument. Before you record a MIDI file, you must connect a MIDI instrument to the MIDI interface connector on the back panel of your Sony PC (see "Connecting a Joystick or MIDI Instrument" on page 21).

1 Click the MIDI Player on the A/V Wall.

2 Click (Record). The red light blinks, indicating that the MIDI Player is in Record Standby mode.

3 Click (Play) to begin recording, and then start playing the MIDI instrument.

4 If necessary, click (Pause) to pause temporarily during recording. Click (Pause) again to resume recording.

> Be sure to use the (Pause) button to resume recording. If you click (Record) to resume recording, you erase the existing recording and start a new one.

5 After you finish recording, click (Stop).

6 Click (Play) to hear the recording.

> You can repeat steps 1 through 6 until you are ready to save the recording.

7 When you're ready to save the recording, open the file menu and select Save, and then type a file name.

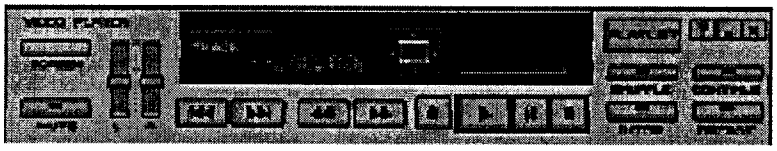
> Change drives and folders, as necessary, to save the file to the correct location. If you don't want to save the recording, record over it or close the file.

8 Click the OK button to save the file.

> Click the MIDI ORCH button for additional control over recording options.

Using the Video Player

The Video Player plays AVI (.AVI) and MPEG (.MPG and .DAT) videos on your Sony PC. You can use it to make playlists of your favorite videos to play during current and future viewing sessions. You can view playlists in a small window or in a full screen as a screen saver.



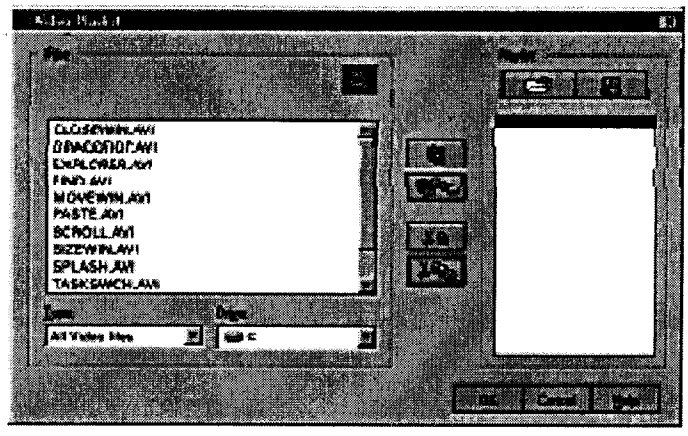
Creating Video Playlists

You can create a playlist of your favorite video files or of specific types of video files (such as movie clips or software demos).

To create and customize a video playlist

1 Click the Video Player on the A/V Wall.

2 Click the PLAYLIST button to display the Video Playlist dialog box.



3 Select the video files you want to add to the playlist, changing drives and folders, as necessary:

Action	Procedure
Copy one file in the Names list to the playlist	Double-click the file, or select the file and then click (Add Selection).
Copy all files in the Names list to the playlist	Click (Add All Files).
Copy a range of files in the Names list to the playlist	Press the SHIFT key on the keyboard while clicking the first and last files in the range, and then click (Add Selection).
Copy selected files in the Names list to the playlist	Press the CTRL key on the keyboard while clicking each file, and then click (Add Selection).
Find all video files on the selected drive	Click (Search Selected Drive).

4 Click (Save File), and then type a file name.

Change drives and folders, as necessary, to save the file to the correct location. The video playlist file extension defaults automatically to VVL.

5 Click the OK button to save the file.

You can add video files to a playlist by opening the playlist and selecting the files you want to add. To remove files from a playlist, see "Removing Files from a Video Playlist" on page 81.

Other Video Player Functions

Action	Procedure
Change between full-screen, auto-size, and user-size mode	Click SCREEN.
Stop full-screen play	Click anywhere on the screen.
Mute the sound	Click MUTE.
Stop play	Click (Stop).
Pause play	Click (Pause).
Go to the next video in the playlist	Click (Next).
Go to the beginning of the current video in the playlist	Click (Previous).
Rewind the current video	Click and hold (Rewind).
Fast forward the current video	Click and hold (Fast Forward).
Play the playlist videos in random order	Click SHUFFLE.
Adjust the volume	Drag the volume sliders on the Video File Player.
Play an intro to each file in the playlist	Click INTRO.
Play the current playlist files in the order in which they appear	Click CONTINUE.
Continuously play ("loop") the current playlist files in the order in which they appear	Click REPEAT.

Playing a Video Playlist

If you have more than one Video playlist, you must select which list you want to play. If you have only one playlist, just click (Play) on the Video Player.

To play a video playlist

1. Click the Video Player on the A/V Wall.
2. Click the PLAYLIST button to display the Video Playlist dialog box.
3. Click (Open File), and then select the file you want to open.

   ✍ Change drives and folders, as necessary, to select a file.

4. Click the OK button to open the file and return to the Video Playlist dialog box.
5. Click the OK button to return to the Video Player.
6. Click (Play) to begin viewing the videos in the selected playlist.

Removing Files from a Video Playlist

If you don't want to view specific files in a Video playlist, you can remove them from the list.

To remove files from a video playlist

1 Click the Video Player on the A/V Wall.

2 Click the PLAYLIST button to display the Video Playlist dialog box.

3 Select the video files you want to remove from the playlist:

Action	Procedure
Remove one file from the playlist	Select the file, and then click (Delete Selection).
Remove all files from the playlist	Click (Delete All Selections).

4 Click (Save File), and then type a new file name or select the name of the current playlist.

5 Click the OK button to save the file.

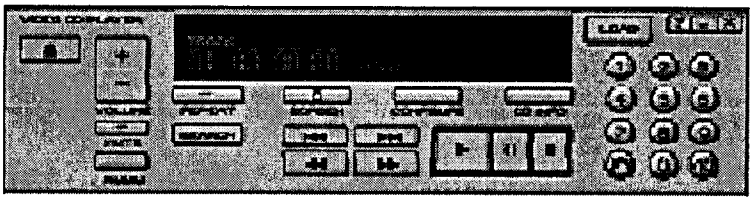
If you selected the name of the current playlist, click the Yes button in the next dialog box, which asks whether you want to overwrite the file.

Using the Video CD Player

The Video CD Player plays CDs in the Video CD format, such as Karaoke and enhanced CDs.

To play a Video CD

1 Click the Video CD Player on the A/V Wall to display the Video CD Player and the viewing screen.



2 Click (Eject) to open the CD tray.

3 Place a Video CD in the CD tray.

4 Gently push the CD tray to close it.

5 Click the LOAD button to play the video.

Video CDs that include a player will play automatically.

6 If the video is interactive and asks you to make a choice, click a number on the Video CD Player numeric keypad to make your selection.

Other Video CD Player Functions

Action	Procedure
Select an option on the video screen	Click the numbered button that corresponds to your selection (for example, click 1 to select 1).
Control an interactive sequence (selection function)	Click (Play).
Mute the sound	Click MUTE.
Stop play	Click (Stop).
Pause play	Click (Pause).
Resume play when the video is paused	Click (Play).
Go to the next track (interactive CDs only)	Click (Next).
Go to the beginning of the current track (interactive CDs only)	Click (Previous).
Rewind the current track	Click and hold (Rewind).
Fast forward the current track	Click and hold (Fast Forward).
Increase the volume	Click (Volume Up).
Reduce the volume	Click (Volume Down).
Return to a previous interactive menu	Click (Return).
Continuously play the Video CD	Click REPEAT.
Change the resolution for interactive video still pictures	Click SCREEN to toggle between HiRes (high resolution) and LoRes (low resolution).
Play the Video CD at approximately double speed	Click SEARCH.
Specify the output mode	Click CONFIGURE, and then click Mono or Stereo.
Specify the audio quality	Click CONFIGURE, and then select AM, FM, or CD in the Quality list.

Action	Procedure
Enable Karaoke mode for video CDs with Karaoke content	Click CONFIGURE, and then select the Karaoke check box.
Enable or disable the audio	Click CONFIGURE, and then, under Audio, select the Disabled check box.
Adjust the initial size of the video window	Click CONFIGURE, and then select the appropriate option from the Open Size list.
Adjust the display rate	Click CONFIGURE, and then select the appropriate option from the Display list.
Enable or disable synchronized video playback	Click CONFIGURE, and then select the Synchronized Playback check box.
Enable or disable the video	Click CONFIGURE, and then, under Video, select the Disabled check box.
Reset the configuration defaults	Click CONFIGURE, and then click the Default button.
Change the CPU resources dedicated to running the video	Click CONFIGURE, and then drag the scroll box in the CPU area.
Specify the audio mode	Click AUDIO until the mode you want appears in the video window (Mono, Stereo, Left, or Right).
List information about the CD	Click CD INFO.
Open or close the CD tray	Click (Eject).

✍ Click the OK button to save any configuration changes you make in the Configuration window.

For additional information about how to use these functions, see the online help.

Using the TV Player

The TV Player enables you to watch up to 125 cable television channels and 70 antenna channels in smooth, full-motion video on the entire screen or in a window.

You can also capture still frames and movie clips, channel surf, or create your own TV transcripts.

The TV Player features:

- Television quality video in a window and full screen
- Still image and live video capture with a simple mouse click
- Closed captioning (NTSC only) support. This includes transcript creation and the Hot Words feature, which alerts you when the TV Player is broadcasting information that you want to watch

Before You Can Use the TV Player ...

Make sure your computer hardware is set up properly, as follows.

To Do This	You Must Use This Connection
Watch TV channels	Connect a TV antenna or cable TV cable, as described on page 15
Watch or edit video	Connect a VCR or camcorder as described on page 16

Make sure you have selected the correct video input, based on how you set up your computer hardware, for your hardware connection. See "Switch among video inputs" under the heading "TV Control Panel Functions" on page 87.

Starting the TV Player

❑ Click the TV on the A/V Wall (see "The A/V Wall" on page 46).
The TV Player is displayed in TV Tuner mode.

Task control panel lets you switch between TV Tuner and Capture modes.

Display panel is the "screen" where your media plays. It's a familiar, TV-style display that you can resize, place on top of other windows, and position automatically in one of nine locations on the screen.

Control panel contains the controls you'll use to operate the TV Player.

✍ The first time you start the TV Player, a dialog box informs you that your channel list is empty. The TV Player can automatically scan the available channels. See "Autoscanning for TV Channels" on page 88 for details.

TV Control Panel Functions

To	Do This
Switch between TV Tuner and Capture modes	Click (TV Tuner) and (Capture)
Display online help	Click
Minimize the TV Player	Click
Close the TV Player	Click
Switch among video inputs	For VHF/UHF, click For composite video, click For S-VIDEO, click To toggle among all inputs, press ALT+1/2/3
Display thumbnails of channels	Click
Turn on/off closed captioning	Click . For more information, see "Displaying Closed-Captioned Text" on page 92.
Set the zoom ratio 1:1	Click
Increase the size of the window	Click or press CTRL+Up Arrow
Decrease the size of the window	Click or press CTRL+Down Arrow
Play full-screen	Click or press CTRL+F
Capture still video frames	Click . To review captured still frames, see "Reviewing Captured Images" on page 99.
Change the setup options	Click . For more information, see "Changing the Setup Options" on page 102.
Go to the next or previous channel	Click or
Jump to the previous channel	Click
Adjust the volume	Drag the volume slider
Mute the sound	Click

Getting Help Online

If you need help using the TV Player, you can use either of these two sources of online help:

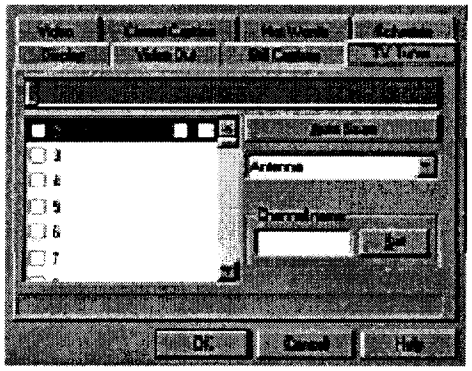
Context-Sensitive Help	Press the F1 key to display context-sensitive help.
Bubble Help	Position the mouse cursor over a control to see a description of its purpose.

Autoscanning for TV Channels

The Auto Scan feature scans for all available channels and stores them.

1 Click in TV Tuner mode.

2 Click the TV Tuner tab.



3 If necessary, use the drop-down box to select the broadcast format and cable standard you're using.

4 Click Auto Scan.

5 Click OK.

When scanning is complete, you can enter a name (ABC, CBS, etc.) for each channel in the Channel name text box.

Zooming an Area of the Display

To select and enlarge a portion of the display:

1 Click within the display panel.

2 Hold down the mouse button and draw a rectangle around the area you want to zoom.

The area inside the rectangle fills the display panel.

To return your display to the original size, click in the Control panel.

Changing the Size of the Display Panel

In addition to the sizing buttons described in "TV Control Panel Functions" on page 87, you can use the CTRL key to display these preset sizes:

160x120 pixels	CTRL+1
240x180 pixels	CTRL+2
320x240 pixel	CTRL+3
640x480 pixels	CTRL+4
Toggle between full screen and current size	CTRL+F ALT+F

In TV mode, when you play full-screen video, the control panel becomes "thin." To show/hide the thin control panel, press ALT+Space bar.

Attaching and Detaching Panels

You can detach the TV Player Control panels from the Display panel, move them to any location on your screen, and re-attach them. Panels attached to the Display panel share the Display panel's *snap window to:* and *always on top* settings. (For more information, see "Display" in "Changing the Setup Options" on page 102.)

When you display closed-captioned text in a window, you can attach and detach the closed-captioned window.

To detach a panel:

- While holding down the Shift key, click the panel where the panel edges meet, then drag it away.

To attach a panel:

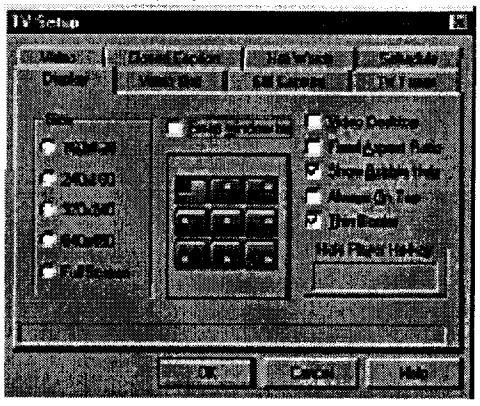
- Drag it near the Display panel until its outline changes, then release the mouse button. The panels will snap back together.

Creating a Video Desktop

You can set up the TV Player to replace your desktop pattern with a live TV display when you minimize the TV Player.

1 Click in TV Tuner mode.

2 Click the Display tab.



3 Click the *Video Desktop* checkbox.

4 Click OK.

When you minimize the TV Player, your desktop automatically displays a TV channel.

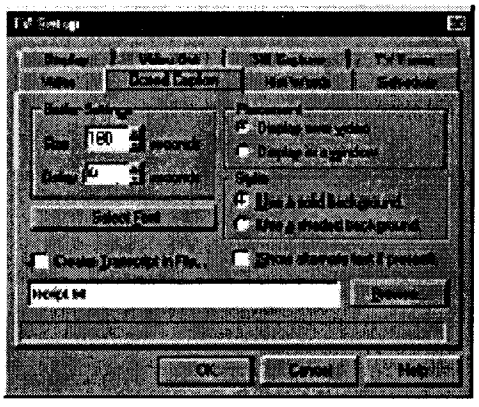
Displaying Closed-Captioned Text

You can display closed-captioned text that's broadcast with NTSC television programming. The TV Player also displays closed-captioned text in NTSC videotapes that contain closed-captioned material.

- In full-screen, the text overlays the video, as in standard TV.
- When you play video in a window, you can display the text in a separate window.

To display closed-captioned text:

1. Click ■ in the TV Tuner Control panel.
2. To display the text overlaid on the video, click ■ Then select the Closed Caption tab and click the *Display over video* checkbox.



3. To transcribe closed-captioned text, click the *Create Transcript in File...* checkbox.
4. Click OK.

Using Hot Words

When you turn on Closed Captioning, you can specify words and phrases that the TV Player will detect in the closed-captioned text. You can set Hot Words to begin transcribing the text or to maximize the TV Tuner when the Hot Words appear.

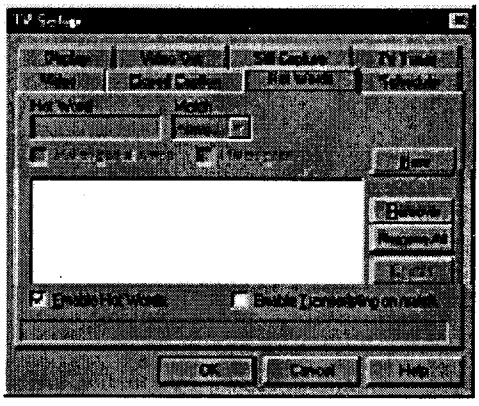
To select Hot Words

1 Click in TV Tuner mode.

2 Click the Hot Words tab.

3 Click the New button.

4 Type in the Hot Words that you want.



5 Choose the type of match you want:

- *Always*: Takes effect when the Hot Word occurs.
- *With*: Takes effect when the Hot Word occurs, and is immediately followed by a Second Word.
- *Without*: Takes effect when the Hot Word occurs, if it is not followed by a Second Word.
- *Within*: Takes effect when the Hot Word occurs, if it is within a definable number of words of a Second Word.

6 Type in a Second Word where required, then click New.

7 To enable the TV Player to maximize from a minimized state, click the *Enable Hot Words* box.

To enable the Hot Word to trigger transcription, click the *Enable Transcripting on match* box.

8 Click OK.

To enable/disable specific Hot Words

- To enable specific Hot Words, select the Hot Word from the list and click the Enable/Disable button
  - \+ appears before enabled Hot Words
  - \- appears before disabled Hot Words

You must enable the Closed Caption button in the TV Tuner panel for Hot Words to function.

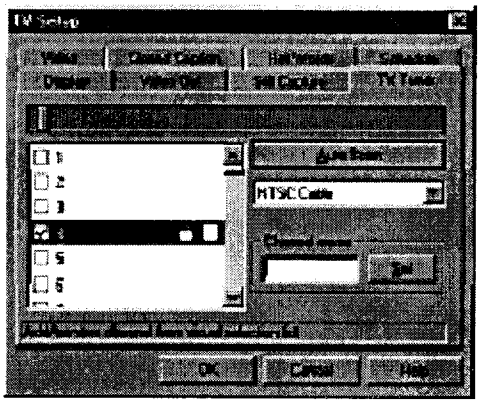
Using Channel Lockout

Channel Lockout prevents anyone without the correct password from viewing selected TV channels. The first time you lock out a channel, a Channel lockout screen prompts you for a password.

To lockout a channel:

1 Click in TV Tuner mode.

2 Click the TV Tuner setup screen.



3 Select the channel you want to lock out, and click the box to the right of the channel name.

4 Type in a password.

5 Retype the password.

The box to the right of the channel name turns into a padlock.

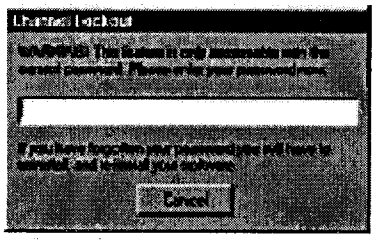
6 Click OK.

The and buttons in the TV Tuner panel skip locked-out channels. The only way to select a locked-out channel is to enter the channel name or number, and type the password when prompted.

When a password is active, you will be prompted to enter it when you select the TV Tuner screen. If you do not enter the password, the TV Tuner screen will open, but all controls will be disabled. This prevents anyone from changing tuner settings if they do not have the correct password.

To unlock a channel:

1. Click in TV Tuner mode.
2. Click the TV Tuner tab.
3. When the Channel Lockout dialog box appears, type in your password.



4. Select the channel you want to unlock, and click the padlock to the right of the channel name.
5. Click OK.

Capturing Video and Audio

You can use the TV Player to capture still images and full-motion video.

Still Images

You can capture full-color, 24-bit-per-pixel still images from your camcorder or television, save them on your computer's hard disk, and print them. The images are placed on the Windows Clipboard, or you can display them in their own window as "thumbnails" (miniature images). The TV Player saves still images as Windows-standard bitmaps (.bmp). It also supports most industry-standard graphics file formats, so you can insert the images into reports, presentations, letters, and other documents to add impact to training applications and presentations.

Full-Motion Video

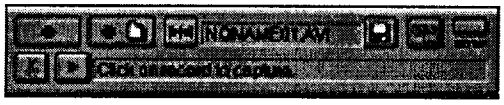
You can capture a stream of full-motion video plus audio from your video source and save it as an .AVI file on your computer's hard disk. You also have the option of capturing only audio -- uncheck the Capture Video box in the Capture screen (see Capture in "Changing the Setup Options" on page 102.)

Using Capture Mode

To switch to Capture mode

❑ Click in the Task control panel.

The Control panel changes to the Capture panel.



Capture Control Panel Functions

To	Do This
Capture a stream of video and audio	Click . You can save a captured stream of audio and video as an .AVI file.
Capture a sequence of frames	Click . You can save a captured sequence of frames as an .AVI file. Note that audio is not captured in this mode.
Capture still frames	Click . To review captured still frames, see "Reviewing Captured Images" on page 99.
Name a captured file	Click
Save a file as ...	Click
Change the setup options	Click
Start video editing	Click . For more information, see "Editing Captured Images" on page 100.
Play captured video	Click

Using the Mixer with the TV Player

Before you can begin a video capture, make sure you have selected the TV/LINE in the INPUT SELECT section of the Mixer. Also, make sure that the RECORD and TV/LINE volume levels are raised to a sufficient level and that the MUTE function is turned off.

When recording a video, you can select alternative sources of audio in the Mixer.

Audio Source	Input Select	Volume Level
TV/LINE	TV/LINE	TV/LINE
CD	CD	CD
Microphone	MIC	MIC

For more information about the Mixer, see "Using the Mixer" on page 48.

Reviewing Captured Images

To review captured images

❑ Click the image's thumbnail.

Thumbnail Border	Meaning
Red	Selected image has not been saved
Green	Image is selected
Grey	Unselected image has been saved
No border	Image is not selected or saved

To	Do This
Save the captured image	Click
Delete the captured image	Click
Print the captured image	Click
Save the captured image as a desktop pattern	Click

If you try to delete an unsaved still frame, the TV Player prompts you to save it before deleting.

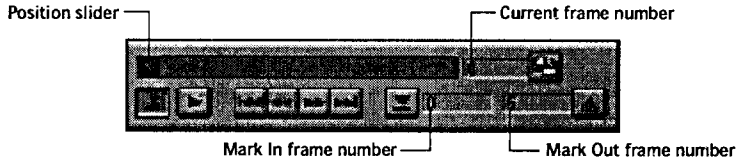
Editing Captured Images

The video editing feature lets you mark start and end points in a captured clip, and save only the portion that you select.

To switch to Edit Capture mode

❑ Click in the Capture control panel.

The Capture panel changes to the Edit Capture panel.



To	Do This
Move randomly through the file	Drag the position slider
Save the file	Click
Turn edit mode on/off	Click
Play captured video	Click
Skip to the Mark In position in the file (or, if already at the Mark In position, skip to the start of the file)	Click
Skip one frame back	Click
Skip one frame forward	Click
Skip to the Mark Out position in the file (or if already at the Mark Out position, skip to the end of the file)	Click

To	Do This
Set the start point of the clip. This is the first frame that will be played when you start the clip. When you use the Save As function, this is the first frame that will be saved. If the current frame position is the same as or greater than the Mark Out position, this button is grayed-out.	Click
Set the end point of the clip. This is the last frame that will be played when you start the clip. When you use the Save As function, this is the last frame that will be saved. If the current frame position is the same as or less than the Mark In position, this button is grayed-out.	Click

Changing the Setup Options

The TV Player's default settings should work well for most uses. You can also use the Setup screens to fine-tune the settings for your particular purposes. When you click in the Task control panel, you can choose a screen to set up the following:

Tab	Description
Display	Sets up the display's general appearance and functions. ❑ Adjust panel size. ❑ Set panel snap-to grid location and always-on-top. ❑ Turn bubble help on/off. ❑ Turn fixed aspect ratio on/off. ❑ Assign a Hotkey to hide the player. ❑ Replace your desktop pattern with live TV.
Still Capture	Controls how still frames are captured. Where applicable, you can specify where to store them. ❑ Capture still frames to the clipboard, to a numbered file (for example, image01.bmp, image02.bmp, etc.), or to a window. ❑ Specify printer options for the captured images. ❑ Adjust the size of the image. ❑ Toggle 256 colors on/off. ❑ Toggle 640x480 resolution on/off.
Video	❑ Adjust color, tint (NTSC only), contrast, and brightness. ❑ Select input connector (TV, composite video, or S-Video). ❑ Display one field, both fields, or interlaced.
TV Tuner	❑ Autoscan for active channels and add them to a list. ❑ Add, delete, and name channels in the list. ❑ Select antenna or cable input and cable standard. ❑ Use slider to change channel assignments. ❑ Lock out selected channels.

Tab	Description
Closed Caption *(TV mode only)*	❑ Display closed captioned text over live video, in its own window, or not at all. ❑ Select solid or shaded background for text. ❑ Transcribe closed-captioned text to a text file.
Hot Words *(TV mode only)*	❑ Enable/disable Hot Words in Closed Captioning. ❑ Add or change Hot Word selection. ❑ Set Hot Word to start transcribing automatically.
Capture *(Capture mode only)*	❑ Select frame rate. ❑ Select video format and video compression type. ❑ Capture audio and select audio format.
Advanced *(Capture mode only)*	❑ Capture to memory or disk. ❑ Limit capture to pre-set amount of time. ❑ Pre-allocate maximum file size.

If you need additional information on these Setup screens, click the Help button.

Using More A/V

More A/V displays additional software titles that came with your Sony PC. You can add your own audio/video titles for quick access. For information on adding software to the More A/V area, see "Adding and Removing Applications in VAIO Space" on page 34.

To run a program from More A/V

1 Click More A/V on the A/V Wall (see "The A/V Wall" on page 46).

2 Double-click the application you want to run.

Using the Communication Center

The Communication Center is a complete, powerful, flexible, yet simple-to-use communications system.

You can use the Communication Center as a speakerphone and as a full-featured answering machine with multiple mailboxes and optional password protection.

The Phone Book allows you to speed dial frequently used numbers. You can create recipient groups, which streamlines the process of sending messages.

You can send and receive faxes, e-mail, and data files, and attach documents to your faxes.

Other features include:

- Video Phone, which allows you and a caller to see each other on the screen, provided the other caller has a modem, video camera, and compatible software
- Voicemail
- Pager notification
- Message forwarding

Opening and Closing the Communication Center

To Open the Communication Center

- Click the Phone on the A/V Wall (see page 46).

  If this is the first time you are using the Communication Center, the Setup Wizard is displayed.

If you have used the Communication Center before, the Main screen is displayed (page 107).

To Close the Communication Center

1 Click the ⊠ button on the Main screen.

2 Click Yes to close the Communication Center.

Getting Started with the Communication Center

The first time you start the Communication Center, the Setup Wizard is displayed, and you are prompted to provide information that the Communication Center needs to configure your system properly. To reconfigure the Communication Center later, you can run the Setup Wizard again.

To Access the Setup Wizard

1 Click the MENU button on the Main screen and choose Configure.

2 Select Setup Wizard... to open the Setup Wizard.

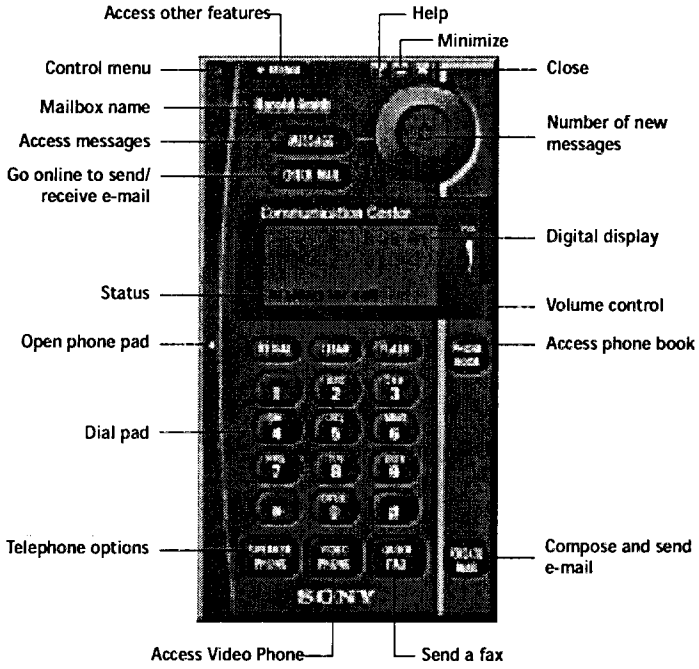
3 Follow the Wizard's instructions to change your settings as needed.

To Choose a Communication Device

While configuring the Communication Center, you will be prompted to select a communication device. To use the modem supplied with your computer, accept the default device, LT Win Modem.

Communication Center Main Screen

You can access most of the Communication Center's features from the Main screen, including: placing and receiving calls, sending and receiving faxes, checking your messages, and using your Phone Book.



The dial pad allows you to quickly enter phone numbers. Click the DIAL button to place the call. Information on the status of your call, along with date and time, the name of the current mailbox, and the number of messages, is displayed on the digital display.

Many features of the Communication Center are available in a variety of ways. There are buttons on the Main screen that take you directly to your messages, the phone book, quick fax, and Video Phone. The Communication Center's main screen expands into a phone pad when you click the left edge of the Main screen. By clicking on the title of the expanded screen you can toggle through expanded screens.

The MENU button gives you access to other features, such as adding mailboxes, recording and changing greetings, setting up special services for your callers, and customizing the Communication Center.

Getting Help

> Although this manual includes instructions for the most commonly used features and functions of the Communication Center, you will find more detailed instructions on advanced features by using the program's on-line help.

While using the Communication Center, you can access online help by:

- Pressing F1 from the Main Screen or when viewing a dialog box.
- Clicking the MENU button on the Main screen and selecting Help.
- Clicking the ? button on the Main screen.

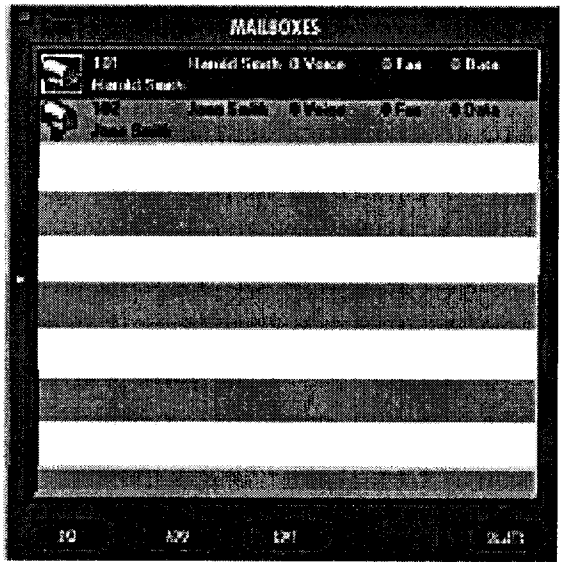
Using Mailboxes and Greetings

Mailboxes organize messages for each Communication Center user. When you start the Communication Center, one mailbox is automatically created for you. You can add other mailboxes at any time. Each mailbox contains several pre-recorded greetings. You can record your own greeting or choose one of the existing greetings.

When a caller calls into the Communication Center, the default mailbox answers the call. Callers can then leave a message in this mailbox, or transfer to another mailbox. You can set up the Communication Center to answer all incoming calls, or to answer fax or data calls only.

Accessing Mailboxes

- Click the MENU button on the Main screen, choose Configure and select Mailboxes. The Mailboxes screen is displayed.



The Mailboxes screen displays a list of all mailboxes, including the name of each mailbox, its extension number, and the number of new messages.

Before you can access mailbox messages, record greetings, or change mailbox options for a mailbox, you need to select the mailbox. To select the mailbox, click the mailbox from the list of mailboxes on this screen. The selected mailbox is displayed on the Main screen above the new message indicator.

Adding a Mailbox

You can add up to 50 mailboxes. If you have multiple mailboxes, you must designate a default mailbox.

- Click Add on the Mailboxes screen or
- Click the DO button on the Mailboxes screen and select Add...

The Mailbox Wizard is displayed to guide you through the process of setting up the mailbox. Follow the Wizard's instructions to add a mailbox.

Accessing Mailbox Options

You can customize mailboxes options. For example, you can change a mailbox extension, assign or change passwords, specify a length and number of messages. To customize your mailbox:

- Click the MENU button on the Main screen and select Options..., then select the Mailbox tab or
- Click the DO button on the Mailboxes screen and select Options..., then select the Mailbox tab or
- Right-click on the mailbox and select Options...

Mailbox Passwords

You can assign passwords to protect against unauthorized access to your mailbox. Local passwords prevent access to your mailbox from your computer; remote passwords prevent access to your mailbox from a remote telephone.

Keep the following in mind when working with passwords:

- Remote passwords must be numeric and four characters long. Remote passwords may not begin with a 0 (zero).
- Local passwords can be any letters, symbols or numbers, and up to eight characters long. Local passwords are case sensitive.
- You can set different passwords for remote and local mailbox access.
- Do not forget your local password. You will not be able to access the mailbox from your computer if you forget its local password. If you forget your local password, you must reinstall the Communication Center using the Application Recovery CD (see "Using the Application Recovery CD" on page 157). Be sure to select the option "I want to save my old information, but clear all passwords." This will preserve your messages.
- If you forget your remote password, you can re-configure the mailbox by running the Setup Wizard, and re-entering the remote password.

Setting the Default Mailbox

If you have more than one mailbox, you must set one as the default mailbox. The default mailbox is used to answer all incoming calls and to instruct callers how to transfer to other mailboxes or services.

The default mailbox is indicated by a yellow border around its icon on the Mailboxes screen.

1. Click the MENU button on the Main screen, choose Configure and select Mailboxes. The Mailboxes screen is displayed.
2. Select the mailbox you want to set as the default.
3. Click the DO button on the Mailboxes screen and select Set Default.
4. Click OK. The selected mailbox is set as the default.

> You can right-click on the mailbox that you want to set as the default and select Set Default from the pop-up menu.

Deleting a Mailbox

When you delete a mailbox, all messages and information in the mailbox are also deleted.

> You cannot delete the default mailbox. If you want to delete a mailbox that is the default mailbox, first set a different mailbox as the default.

1. Click the MENU button on the Main screen, choose Configure and select Mailboxes. The Mailboxes screen is displayed.
2. Select the mailbox you want to delete.
3. If the mailbox has a local password, enter the password.
4. Click the DELETE button on the Mailboxes screen.
5. Click Yes to delete the mailbox.

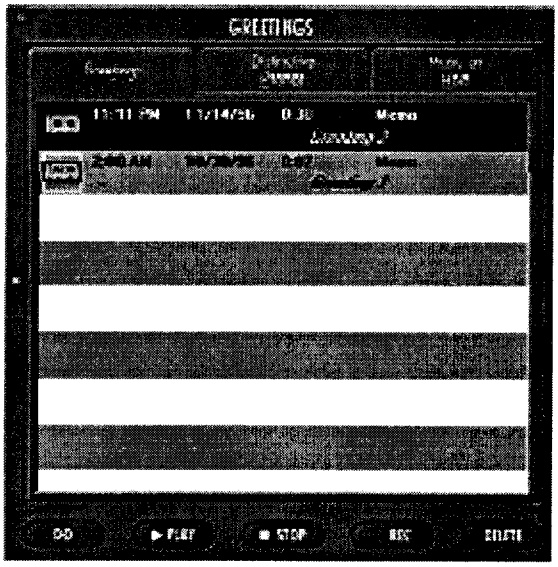
Mailbox Greetings

A mailbox greeting plays for your callers when the Communication Center answers a call. Your mailbox contains several pre-recorded greetings that tell callers how to leave a message, transfer to other mailboxes, and access other services. Each new mailbox you create contains a pre-recorded greeting that tells callers how to leave a message for this mailbox. You can listen to the pre-recorded greetings and decide if you want to use one of them as your default greeting or record your own greeting.

Accessing Greetings

1 Click the MENU button on the Main screen, choose Configure and select Greetings.

2 Select the Greetings tab. The list of greetings available in the mailbox is displayed.



The Greeting screen displays a list of all the greetings available for this mailbox, along with the information about this recording. The yellow border around the greeting icon indicates the default greeting for this mailbox.

To Play a Greeting

❑ Click the PLAY button on the Greetings screen. The selected greeting is played.

To Record a Greeting

Your greeting should instruct callers to press the pound key (#) after recording their message. This allows them to hear more options, such as marking the message "urgent."

1 On the Greetings screen, click the REC button to start recording and begin speaking into the computer's microphone.

2 When you finish speaking, click the STOP button to end the recording.

3 The greeting is recorded and added to the list of greetings for the mailbox.

> ✍ To record and edit greetings with higher audio quality, use the AudioView application (see "Using AudioView" on page 63). After saving the greeting as a file, you can copy it to the Communication Center Greetings list. Click the Do button from the Greetings section, and then select Copy From File.

If you want the new greeting to play for your callers, you can make it the default greeting for the mailbox.

To Set the Default Greeting

You must set a default greeting for every mailbox that has more than one greeting.

When the Communication Center answers an incoming call, the default mailbox's default greeting is played. If a caller transfers to another mailbox, that mailbox's default greeting is played.

The default greeting is indicated by a yellow border around its icon on the Greetings screen.

❑ Click the DO button on the Greetings screen and select Set Default.

The selected greeting is set as the default for the current mailbox.

To Delete a Greeting

You cannot delete the default greeting. If you want to delete a greeting that is the default greeting, first set a different greeting as the default.

1 Select the greeting you want to delete.

2 Click the DELETE button on the Greetings screen or click the DO button on the Greetings screen and select Delete.

The selected greeting is deleted.

Accessing Mailboxes Remotely

You can retrieve your messages, record greetings, and access mailbox contents and other services from any touch tone telephone using the Communication Center remote access feature. You can access mailboxes remotely by pressing keys on the remote telephone (DTMF tones).

To Access the Default Mailbox

1 Dial the telephone number of your Communication Center system.

The default mailbox's greeting answers the call.

2 While the default greeting is playing:

- If the mailbox has a remote password, press the star (*) key, enter the password, then the pound key (#).

  or

- If the mailbox does not have a remote password, press the star key (*) followed by the pound key (#).

The Main Menu options are played.

3 Follow the Main Menu instructions to listen to messages or to access other services.

To Access a Different Mailbox

1 Dial the telephone number of your Communication Center system.

The default mailbox's greeting answers the call.

2 While the default greeting is playing, dial that mailbox extension number followed by the pound key (#).

The mailbox greeting starts playing.

3 While the mailbox greeting is playing:

- If the mailbox has a remote password, press the star (*) key, enter the password, then the pound key (#).

  or

- If the mailbox does not have a remote password, press the star key (*) followed by the pound key (#).

The Main Menu options are played.

4 Follow the Main Menu instructions to listen to messages or to access other services.

Using Messages

Incoming e-mail messages appear simultaneously in all mailboxes. An incoming fax or data file is placed in the default mailbox. Faxes, e-mail, and data files that you send or schedule to be sent are also stored as messages in your mailbox. This makes it easy for you to manage all communications activities from one place.

Accessing Messages

If you have multiple mailboxes, you first need to select the mailbox in which you want to access messages.

1 Click the MENU button on the Main screen, point to Mailboxes, and select the mailbox in which you want to access messages.

2 Click the MESSAGE button on the Main screen.

3 The Messages screen is displayed.

Message Folders

In Message folders, each message type (audio, fax, e-mail, and data) are represented by an icon. Message folders are organized as follows:

- New messages and e-mail messages marked "unread" are stored in the New folder.
- Messages you have played or saved, and e-mail messages marked "read," are moved to the Old folder.
- Messages scheduled for future transmission are stored in the Outbox folder (with a Pending status) until they are sent.
- Successfully transmitted and canceled messages are stored in the Sent folder.
- Unsuccessfully transmitted messages are stored in the Outbox folder (with a Pending status). The Communication Center attempts to send the message up to a maximum number of tries you have specified. If, after the maximum number of attempts, transmission is still unsuccessful, these messages marked as unsuccessful, and moved to the Sent folder.
- You can move fax and data messages you want to save for future reference to the Cabinet folder.

To Play or View Messages

The digital display on the Main screen displays the number of new messages in the current mailbox. After you play each new message, the indicator is updated, and the messages are moved to the Old folder.

1 Click the MESSAGE button on the Main screen.

The Messages screen is displayed.

2 Select a message you want to play or view from any folder.

3 Click the PLAY button on the Messages screen or click the DO button on the Messages screen and select Open.

After each new message is played, it is moved to the Old folder.

Managing Messages

You can copy fax and data messages, view detailed information on a message, delete a message from the mailbox, and forward it to another mailbox.

1 Click the MESSAGE button on the Main screen.

The Messages screen is displayed.

2 Click the DO button on the Messages screen.

3 Choose a command from the selection.

Sending Messages

You can use the Communication Center to send faxes in a number of different ways:

- Quick Fax — available directly on the Main screen, for sending a short one page fax. You can also attach a document to a fax.
- Fax from any Windows application — by using an application's Print command.
- Fax by "drag and drop" — for faxing any file that supports OLE or one of the Communication Center's messages.

When you send a fax, select the Communication Center Fax printer driver as the current printer. By changing the properties of the Communication Center Fax printer, you can change characteristics of how the fax is transmitted.

Before sending out your first fax, you may want to check the different options available in the Fax options dialog. (Click the MENU button on the Main screen and select Options..., then select the Fax tab.)

To Configure Communication Center Fax

1. Click Start on the Windows 95 taskbar.
2. Point to Settings, then click Printers.

   The Printers screen is displayed.
3. Select Communication Center Fax. If it is not the default printer, you may want to select Set as Default from the File menu.
4. Select Properties from the File menu.

   The Communication Center Fax Properties dialog is displayed.

You can modify the following options:

Option	Description
Specify how faxes are positioned on the page	Change Portrait or Landscape orientation on the Paper tab.
Change paper size	Change Paper size on the Paper tab The following paper sizes are supported: ❑ Letter (8.5"x11") (default) ❑ Legal (8.5"x14") ❑ A4 (210x297 mm)
Specify the resolution at which faxes are sent	Change resolution on the Graphics tab. ❑ High sends the highest quality image. ❑ Low sends a lower quality image and reduces transmission time.
Improve display of gray shading in graphics	Change dithering on the Graphics tab. ❑ Use None if you want no dithering. ❑ Use Coarse if your resolution setting is 300 dpi or higher. ❑ Use Fine if your resolution setting is 200 dpi or lower. ❑ Use Line art if your graphics include well-defined borders between black, white and gray shadings. ❑ Use Error diffusion if your graphics do not have sharp, well-defined edges. ✍ The best settings for printing graphics in the Communication Center faxes is Fine dithering with Current intensity set at 190.
Specify how dark to print graphics	Change Intensity on the Graphics tab.
Restore the original printer settings	Click Restore Defaults on the Device Options tab

To Send a Quick Fax

The easiest way to send a fax is Quick Fax — a short, one page message. You can attach a document to a Quick Fax.

1 Click the QUICK FAX button on the Main screen.

The Send Fax dialog is displayed.

2 Fill in the recipient information and type your message in the Note field.

For more information about the Send Fax dialog, see "Filling in the Send Fax Dialog" on page 122.

3 Click Send Fax Now.

The Communication Center begins sending the fax. To stop transmission, click Cancel.

To Send a Fax from Another Application

You can fax a document from any Windows application that supports the Print command (e.g., your word processing or spreadsheet program).

1 Open the Windows program and create or open the document you want to fax.

2 Select Print or the equivalent command from the program's File menu.

The program's Print dialog is displayed.

3 Select Communication Center Fax as the current printer.

4 Click OK or the program's equivalent command to print the document.

The Send Fax dialog is displayed.

5 Fill in the Send Fax dialog.

For more information, see "Filling in the Send Fax Dialog" on page 122.

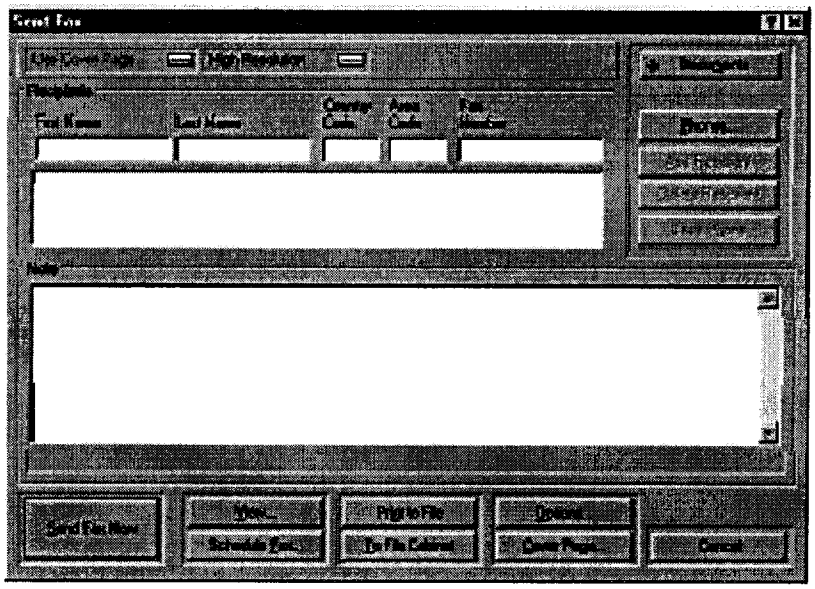
6 Click Send Fax Now.

The Communication Center begins sending the fax. To stop transmission, click Cancel.

Faxes cannot exceed 100 pages.

Filling in the Send Fax Dialog

The Send Fax dialog appears when you send a fax, either from the Communication Center or from another program.



To send a fax, you must specify at least the recipient's fax number.

The following fields and buttons are available on the Send Fax dialog:

Option	Description
Use Cover Page	Lets you use a cover page for faxes that are longer than 1 page. Quick Faxes always use a cover page.
High Resolution	When the light is on, indicates that a fax will be sent at high resolution.
First Name, Last Name, Country Code, Area Code, Fax Number	Recipient information. To send a fax, you must specify at least the recipient's fax number.
Documents	Lets you attach documents to the fax. A green light indicates that the fax contains attachments (click the button to see the list of attached documents).

Option	Description
Phones...	Lets you use your Phone Book to fill in the recipient information. Make sure a fax number is entered in the Fax field.
Add Recipient	Lets you address the fax to several people. To add multiple recipients, fill in the recipient information and click Add Recipient, then repeat for each recipient. ✍ You can create Groups in your Phone Book to send faxes to people who frequently receive the same information. See "Using the Group Feature" on page 124.
Delete Recipient	Deletes the selected recipient from the list.
Save Phone	Adds recipient information to your Phone Book.
Note	Type the information to put on the fax cover page or the Quick Fax message. The note cannot exceed 23 lines.
Send Fax Now	Sends the fax.
View	Opens the Fax Viewer displaying the fax.
Print to File	Copies the fax to a location you specify in .tif file format.
Options...	Lets you change fax options.
Schedule Fax	Lets you schedule the fax for future transmission.
To File Cabinet	Copies the fax to the Cabinet folder of the current mailbox.
Cover Page...	Lets you select and view fax cover pages.
Cancel	Closes the Send Fax dialog without sending the fax.

Using the Group Feature

To create or change a Group:

1. Click the PHONEBOOK button on the Main screen to open the Phone Book.
2. Right-click the name of the person you would like to add to the group, and select Edit from the pop-up menu that appears.
3. Make sure that a fax number has been entered in the Fax field.
4. Click the Groups button.
5. If you are creating a new group, click the New Group button and enter the name of the group.

   The Group Membership field lists all the groups to which this person belongs. The Available Groups field lists all the groups to which this person does not belong.
6. To add this person to a group, select the group from the Available Groups list and click the ADD button.

   To remove this person from a group, select the group from the Group Membership list and click the DELETE button.

To send a fax to the group:

1. Click the QUICK FAX button.
2. Click the PHONES button.
3. Click the SELECT button.
4. Click the Group Membership drop-down box and select the group to which you would like to send the fax.
5. Click OK.
6. Click All in List.

Sending E-Mail

If you used the Communication Center Setup Wizard to configure the Communication Center for e-mail, the Send command connects you to your service provider. Incoming e-mail is then delivered to the New folder, and outgoing mail is delivered from the Outbox.

If you do not want the Communication Center to connect automatically to your service provider, clear the "Deliver outgoing messages immediately" checkbox on the E-Mail tab of the Options dialog.

If you did not select to use the Communication Center to send and receive e-mail during set up, you need to enable e-mail. Select Configure from the main menu and run the Setup Wizard. The Setup Wizard guides you through the steps of setting up e-mail in the Communication Center and correctly configures Microsoft® Exchange/Windows Messaging.

To Enable E-Mail

1. Click the MENU button on the Main screen and select Options...

   The Options dialog is displayed.

2. Select the E-Mail tab.

   The E-Mail options dialog is displayed.

3. Change the option from "Do not log on to Microsoft Exchange/ Windows Messaging."

   You are prompted to restart the Communication Center for your changes to take effect.

4. Click Yes.

   The Communication Center is restarted with e-mail enabled.

To Send an E-mail Message

1 Click the CREATE MAIL button on the Main screen.

The New Message dialog is displayed.

2 Address and compose your message.

3 Click the button with the icon of the envelope.

If the Communication Center is not set up to deliver outgoing messages immediately, the message is moved to the Outbox folder. To send e-mail messages from the Outbox folder, click the CHECK MAIL button on the Main screen.

To Send a Data File

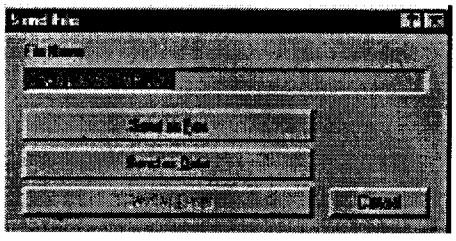
You can use drag-and-drop to send a file or a Communication Center message to any computer that is capable of receiving a data file, such as one running the Communication Center, a terminal program, or a BBS.

You can drag-and-drop directly from any application that supports object linking and embedding (OLE), the Windows Explorer, the desktop, or any Communication Center folder.

> Before sending data files, make sure that the computer to which you are sending the file is running and is ready to receive data.

1. Drag the icon of the file or the Communication Center message you want to send onto the Main screen.

   The Send File dialog is displayed.



2. Click Send as Data.

   The Send Data dialog is displayed.

3. Fill in the Send Data dialog.

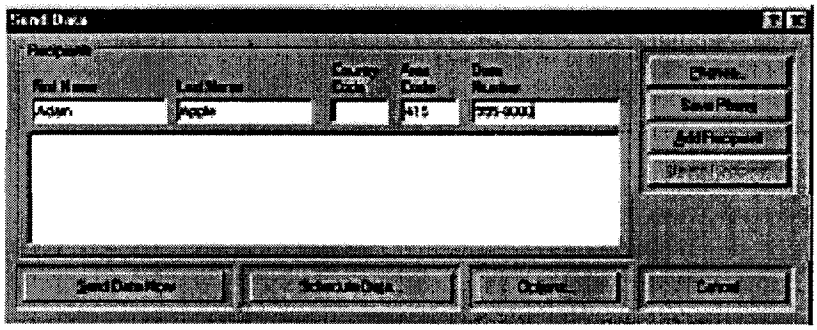
   For more information, see "Filling in the Send Data Dialog" on page 128.

4. Click Send Data Now.

The Communication Center begins sending the data file. To cancel transmission, click the HANGUP button on the Main screen.

Filling in the Send Data Dialog

The Send Data dialog appears when you send or resend data.



To send data, you must specify at least the recipient's data number.

The following fields and buttons are available on the Send Data dialog.

Option	Description
First Name, Last Name, Country Code, Area Code, Data Number	Recipient information. When addressing a data file to a system that is password protected, follow the data number by the password in brackets (e.g. 555-4444[1234]).
Phones...	Lets you use your Phone Book to fill in the recipient information. Make sure a Data Number is entered in the Data field.
Save Phone	Adds recipient information to your Phone Book.
Add Recipient	Lets you address the data file to several people. To add multiple recipients, fill in the recipient information and click Add Recipient, then repeat for each recipient. You can create Groups in your Phone Book to send data files to people who frequently receive the same information. See "Using the Group Feature" on page 124.
Delete Recipient	Deletes the selected recipient from the list.
Send Data Now	Sends the data file.
Schedule Data...	Lets you schedule future data transmission.
Options...	Lets you change data options.
Cancel	Closes the Send Data dialog without sending the data file.

To Record a Message

1 Click the MESSAGE button on the Main screen.

The Messages screen is displayed.

2 Click the REC button on the Messages screen to start recording the message, and begin speaking.

3 Click the STOP button on the Messages screen to finish recording.

The message is saved in the selected mailbox's New folder.

Receiving Faxes

When the Communication Center is on, it receives faxes automatically. The Fax Operation screen is displayed when an incoming call is from a fax machine. You can also receive faxes manually when you are online.

New faxes are stored in the New folder of the default mailbox. Faxes you have viewed or saved are moved to the Old folder.

If you are using the Communication Center for e-mail and have Microsoft Fax installed as a service, Microsoft Fax is automatically launched with the Communication Center. To ensure that your incoming fax calls are answered correctly, do one of the following:

- Remove Microsoft Fax from your Microsoft Exchange/Windows Messaging profile.
- Disable answering on Microsoft Fax.
- Specify each service to answer after a different number of rings (for example, set the Communication Center to answer after 2 rings, and Microsoft Fax to answer after 4 rings).

To Receive Faxes Manually

- While you are online, click the MENU button on the Main screen, choose Tools and select Manual Fax Receive.

To Forward Faxes

You can forward incoming faxes to another fax number automatically. Select Options from the main menu and choose the Forwarding tab. Click the Fax Forwarding button. To enable forwarding, change the Never Forward option to Forward All. Then enter the fax number to which faxes should be forwarded and click OK. To disable fax forwarding, change the Forward All option back to Never Forward.

To Print a Fax

You can print the current fax or an existing fax using Fax Viewer.

1 Click the MESSAGE button on the Main screen, select the fax you want to print from any folder and click the PLAY button or click View... on the Send Fax dialog.

The Fax Viewer is displayed.

2 Click the PRINT button (or select Print from the File menu).

> ✍ Make sure that the Communication Center Fax is not selected as the current printer. Printing to the Communication Center Fax will send the fax.

3 Click OK.

The fax is printed on the selected printer.

To Receive E-mail

If you used the Communication Center Setup Wizard to configure the Communication Center for e-mail, the Communication Center receives e-mail when you click the CHECK MAIL button on the main screen. If not, run the Communication Center Setup Wizard to enable e-mail.

To Receive Data Files

When the Communication Center is on, it receives data files automatically. New data messages are stored in the New folder of the default mailbox. Data messages you have viewed or saved are moved to the Old folder.

To force the Communication Center to answer in data mode, select the Answer as data only option in the Answering tab of the Options menu. Note that with this setting, the Communication Center does not receive voice messages or faxes. To enable voice and fax reception again, change this setting back Complete Answering Machine.

✍ If someone wants to send a data file to the Communication Center from a terminal program, they must add "09" to the end of the number they dial. The "09" tells the Communication Center to switch into data mode. If the Communication Center is not answering data calls correctly, the sending party should try adjusting the number of commas before the "09" so that the "09" will be transmitted while the Communication Center is playing the greeting. Each comma normally produces a two-second pause in terminal programs. If the sender is also running the Communication Center program, it is not necessary to add "09" because the Communication Center sends "09" automatically. However, the sender may want to change the Delay After Dialing setting in Options/Data to adjust the length of the pause before the "09" is transmitted.

Placing and Receiving Phone Calls

To Place a Phone Call

1 Dial or select the number you want to call. You can:

- ❑ Dial the number using the Communication Center's dial pad or the numeric keypad on your keyboard, then click the DIAL button.
- ❑ Click the PHONE BOOK button, select the Phone Book tab, then double-click the name of the person you want to call.
- ❑ Click the REDIAL button on the Main screen to redial the last number you called.
- ❑ Previously placed calls are logged in the Call Log. To call any of these numbers again, select an entry from the Log tab of the phone book, then click the DIAL button.

✍ If you make a mistake while dialing, click the CLEAR button on the Main screen to delete one digit, or double-click to delete the entire number.

2 To end the conversation, click the HANGUP button on the Communication Center's handset.

To Answer a Phone

If you want to be able to answer incoming calls while working in another program, the "Maximize on Ring" checkbox on the Interface tab of the Options dialog should be checked. "Maximize on Ring" is the default option.

- ❑ When you have an incoming call, the SPEAKERPHONE button on the Main screen changes to the ANSWER button. Click this button to answer the call.

✍ If you are running another data terminal application that is answering incoming calls instead of the Communication Center, change the settings in the data terminal application so that it will not answer incoming calls, or set it to answer after a number of rings that is greater than the number of rings that the Communication Center is set to answer calls.

Telephone Options

You can use the following telephone options:

Option	Description
Do Not Disturb	Turn Do Not Disturb on if you want the Communication Center to answer automatically incoming calls and take a message without disturbing you. To turn Do Not Disturb on, click the MENU button on the Main screen and select Options..., then select the Interface tab and check the "Do Not Disturb" checkbox.
Call Screening	Turn Call Screening on if you want to monitor your calls. With Call Screening on, incoming messages will be played through your computer's speakers. To turn Call Screening on, click the MENU button on the Main screen and select Options..., then select the Interface tab and check the "Call Screening" checkbox.
Adjust ring volume	Click the right mouse button on the Volume slider and adjust the Ring slider.

While having a telephone conversation, you can:

Option	Description
Answer call waiting	Click the FLASH button to disconnect the line for five seconds to answer call waiting (when available from your telephone company), or to transfer the call (in a multiple line telephone system).
Receive a fax while online	Click the MENU button and select Manual Fax Receive to receive a fax while online.
Use Video Phone	After the Communication Center makes the connection, click the VIDEO PHONE button on the Main screen to use the Video Phone. Click the VIDEO PHONE button to disconnect the video connection. For more information, see "Using Video Phone" on page 139.
Hang up	Click the HANGUP button to finish the conversation.
Record the conversation	Click the MESSAGE button, then click the REC button on the Messages screen. (There may be legal limitations on recording conversations.)
Adjust speaker volume	Adjust the VOL slider.
Play a message online	Click the MESSAGE button, select the message you want to play, then click the PLAY button on the Messages screen.
Send a data file via DSVD	Drag and drop a file onto the Communication Center interface and select Send as Data. This feature works only if the other party's computer has a DSVD-capable modem and is running an application that is capable of receiving data files.
Mute the audio	Click the MUTE button when you need temporary privacy. To restore audio transmission, click the MUTE button again.

- Electrostatic discharge (ESD) can damage disk drives, add-in cards, and other components. Do the procedures described in the "Upgrading and Maintaining Your Sony PC" section only at an ESD workstation. If such a station is not available, do not work in a carpeted area, and do not handle materials that produce or hold static electricity (cellophane wrappers, for example). Ground yourself by maintaining contact with an unpainted metal portion of the chassis while performing the procedure.
- When removing a slot cover, be careful not to damage components on the system board or add-in cards. You may need to temporarily remove add-in cards that are next to the slot cover you want to remove.

On Using the Hard Disk Drive

- Do not place the PC in a location that is subject to vibration or shock.
- Do not move the PC during operation.
- Do not subject the PC to sudden changes in temperature.
- Do not turn off the power while the PC is accessing the hard disk drive.

On Handling Diskettes

- Do not open the shutter manually and touch the surface of the diskette.
- Keep diskettes away from magnets.
- Keep diskettes away from direct sunlight and other heat sources.

On Handling CD-ROM Discs

- Do not touch the surface of the disc.
- Do not drop or bend the disc.

Accessing the Phone Book

- ❑ Click the PHONE BOOK button on the Main screen, then select the Phone Book tab. Or click Phones... on dialogs that have this button.

The Phone Book is displayed along with the list of your phone entries. You can scroll through this list to find an entry, or you can choose to display only specific entries. You can also add new entries, change the sort order, print the phone book, import or export data from the phone book to a file and do many other phone book management functions. To access these features, click the DO button and choose from the list of available functions.

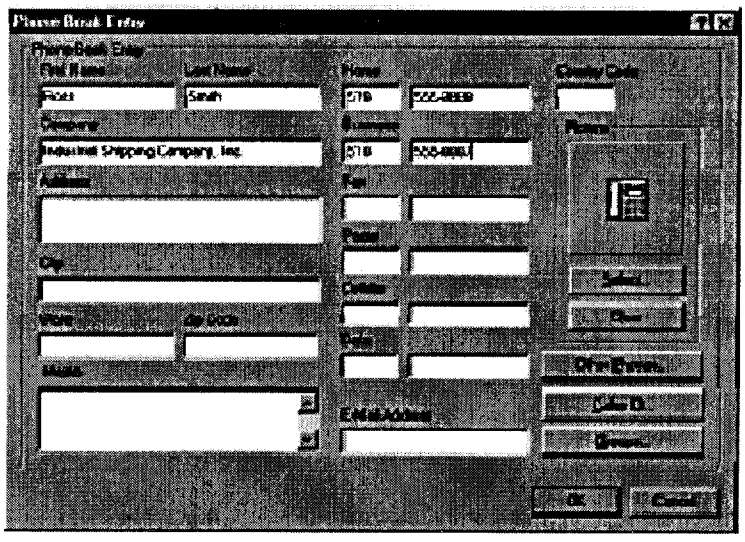
Managing Phone Book Entries

You can add new entries, change an existing entry, search for a specific entry, import and export the phone book data information into a data file, and perform many other phone book management functions. To access these functions:

1. Click the PHONE BOOK button on the Main screen.
2. Click the DO button on the Phone Book screen.
3. Choose a command from the selection.

Filling in the Phone Book Entry Dialog

The Phone Book Entry dialog is displayed when you add or edit a Phone Book entry or group.



The following fields and buttons are available on the Phone Book Entry dialog:

Option	Description
First Name, Last Name	The person's first and last name.
Company	The name of the company where the person works.
Address, City, State, Zip Code	The person's address.
Memo	Any additional information you need for this person.
Home	The person's home area code and telephone number.
Business	The person's business area code and telephone number.
Fax	The person's area code and fax number.
Pager	The person's area code and pager number.
Cellular	The person's area code and cellular telephone number.
Data	The person's area code and data number.
E-Mail Address	The person's e-mail address.
Country	The country code you need to dial when calling this person.
Select...	Lets you select a picture to help you visually identify the entry in the Phone Book.
Clear	Changes the picture you selected back to the default picture of a telephone.
Other Phones...	Lets you provide additional telephone numbers for this person.
Caller ID...	Lets you assign or change a Caller ID for this person.
Groups...	Lets you assign or change Group membership for this person.

The fax and data fields must be filled in if you want to send a fax or data, even if the fax or data number is the same as the regular phone number.

If there are many entries in your phonebook, you may want specific entries to always appear at the top of the list, such as emergency numbers. You can do this by adding a symbol, such as *, +, % in front of the first letter of the entry. Entries that are preceded by symbols will automatically appear at the top of the phonebook. You must refresh the phonebook screen before the new order takes effect.

Using Video Phone

Video Phone with Intel ProShare ™ technology lets you and another person talk to and see each other during a phone call. In addition to live video, Video Phone lets you send still photographs, called *snapshots*, while talking with the other party.

Setting Up Your Computer to Use Video Phone

Before you can use Video Phone, check the following:

- Check that your computer is connected to a telephone line, video camera, microphone, and speakers.

  See the chapter "Setting Up Your Sony PC" if you need installation instructions.

  You may need to select the video input source on the Video Driver screen. To access this screen, open the View menu, select Options, select the Video tab, and click the Camera Controls button.

- Check that the party with whom you will be communicating has compatible (H.324-compliant) video phone software.
- If you or the other party subscribe to Call Waiting service (available through your local telephone company), check that it is disabled. The tone you hear when using Call Waiting telephone service will terminate video transmission. Ask your local phone company for the numbers needed to disable Call Waiting. To disable Call Waiting, click the Setup button in the Communication Center and click the Properties button in the Location information area. Click the checkbox called "This location has call waiting" and enter the numbers provided by the phone company.

Making and Receiving a Call

Making a Call

A video call is a two-part process:

1. Use the Communication Center to establish a voice call and converse with the other party using your computer's speakers and microphone.
2. Use Video Phone to add video to the voice call.

To make a call

1. Use the Communication Center to call the other party.
2. When the other party answers, tell the party that you'd like to exchange video.
3. Either you or the other party should start the video phone application.

> ✍ To avoid unsuccessful connections, make sure that only one caller (you or your party) starts Video Phone. For best results, one party should start Video Phone and the other party should wait for the message "Incoming Video Detected." When the receiving party clicks ACCEPT, Video Phone starts automatically and the Video Phone session is successfully established.
>
> While the video is connecting, voice communication is suspended for approximately 10-15 seconds. After the video connection is established, you can resume your conversation.

Once the video session is established, you see the other party's video in the Guest Video window in Video Phone.

> ✍ If the other party is using the Receive-Only version of the Video Phone application, you won't see the other party in the Guest Video window.

Answering a Call

You can answer an incoming call on any telephone in the house and then pick up the call using your computer.

1 When your telephone rings:

If you're at your computer:

- ❑ Open the Communication Center.
- ❑ Click the ANSWER button to answer the telephone.

If you're not at your computer:

- ❑ Answer by picking up any phone in the house. The caller will inform you that video will be sent.
- ❑ Leave the receiver off the hook.
- ❑ Go to your computer and start the Communication Center.
- ❑ Click the ANSWER button in the Communication Center to resume the call.
- ❑ Hang up the other phone before continuing.

2 After one party clicks the VIDEO PHONE button, the other party will see a dialog box and will click Accept.

Audio Privacy

You may find times during a video call when you want temporary privacy.

- ❑ To mute audio, click the MUTE button in the Communication Center.

Ending a Call

- ❑ To end a video session and return to a voice call, click Stop Video in Video Phone.
- ❑ Click Hangup when you'd like to end the voice call.
- ❑ To end a call (both voice and video), click the HANGUP button in the Communication Center. This automatically closes Video Phone. Now you can leave the Communication Center open for the next call.

Sending a Snapshot

The Snapshot feature lets you capture one or more still photographs, either before or after establishing a video call. The options in the Snapshots menu correspond to the tabs you see along the bottom of the Snapshots window.

- My Snapshots temporarily holds snapshots you've taken.
- Guest Snapshots temporarily holds snapshots you've received from a connected party.
- Take A Snapshot displays your live video and is the command post for taking snapshots.

The My Snapshots and Guest Snapshots options retain snapshots only while Video Phone is open. However, you can also save a snapshot to disk, as described below.

1. Open Video Phone.
2. In the Snapshots menu, select Take a Snapshot.

   The Take a Snapshot tab appears, displaying your live video.
3. When you see the image you want to capture, click the Snap button.

   You hear a camera shutter sound.
4. View the snapshot you just took in the My Snapshots tab (it automatically opens).

5 Click the Send button to send your snapshot to a connected party.

- Click the Back and Next buttons to see other snapshots you've taken.
- Click the Save button to save the snapshot in .bmp (bitmap) format. In the Save dialog box, name the file or use the name provided, select a folder in which to save it and click Save.
- Click Delete to remove the snapshot from the Snapshot window. (If you've previously saved the snapshot, the copy you saved to disk is not deleted.)
- Click Load to open and view a saved snapshot.

Receiving a Snapshot

Before you can receive snapshots, you must be in a video call with another party who is running a compatible (H.324-compliant) video phone application.

Shortly after the sender of a snapshot clicks the Send button, you see a dialog box.

1 Click the Yes button in the dialog box to receive the snapshot.

The Guest Snapshots tab opens, displaying the snapshot.

2 If you have received multiple snapshots, click the Back and Next buttons to view them.

3 When you see a snapshot you want to save, click the Save button.

4 In the Save dialog box:

- Name the file or use the name provided.
- Select a select a folder in which to save it.
- Click OK.

All snapshots are removed from Video Phone when you close the program.

5 Click the Load button in the My Snapshots tab to open and view snapshots that you saved.

Viewing Saved Snapshots

The Snapshots feature temporarily holds snapshots you've sent and received. When you exit Video Phone, the snapshots are deleted.

When you save snapshots, you're actually saving them as .bmp files that you can open later in the My Snapshots tab.

1. Open Video Phone.
2. Select My Snapshots in the Snapshots menu.
3. Click the Load button.
4. In the dialog box that appears, select the name of the snapshot that you saved and click OK.

   You see the snapshot in the My Snapshots tab. Now, if you'd like, you can send this snapshot to any connected party.

Using Video Phone Help

Online help is available while you are using Video Phone.

Online help includes:

- Step-by-step instructions on using Video Phone
- Information about troubleshooting and other technical topics

To access Video Phone online help:

1. Start Video Phone.
2. Select Help Topics in the Video Phone Help menu to see a Contents tab.
3. Double-click a topic for more information.

Improving Video Quality

Video telephone technology over standard phone lines allows you to see 7 to 12 frames (video images) per second. Although this may sound like many images in only one second, it's actually less than half the video images per second you see on your television.

To maximize video quality, both parties of a video call should consider these recommendations:

- Place lights in front of you (not behind you).
- Wear solid-colored clothing.
- Sit in front of a plain background. Avoid plants, busy wallpaper, or bookshelves.
- Move slowly for smooth video.
- Set your computer display to High Color (16-bit) or True Color (24-bit) before you make the next video call. (To do this, click the Start button, point to Settings, and then click Control Panel. Double-click the Display icon and click the Settings tab.)
- Exit all unneeded programs.
- Video quality depends on the quality of the telephone connection. If the connection is poor, try hanging up and reconnecting. If you frequently hear static on your phone, report this to your local phone company.

Connection Quality Indicator

Video Phone provides a tool to help you monitor telephone line quality. To use this feature, in the Video Phone View menu, select Connection Quality Indicator. For more information on connection quality, see the Troubleshooting section of the online help.

Getting Help

Sony provides several support options for your Sony PC. When you have questions about your PC and the preinstalled software, check these places for answers:

- **This guide** explains how to set up and upgrade your computer, use VAIO Space and the A/V Suite software, and perform basic computer tasks.
- **The online *System Reference Manual*** provides detailed information about the hardware in your Sony PC, as well as how to set up and upgrade your system.
- **The other manuals and online help files** that may accompany your preinstalled software contain instructions on using these titles. Some applications include a printed manual, but most of the manuals are located on your hard disk drive as online help files. You can access the online help files from the Sony Folder on the Start menu or from the Help menu in the specific application.
- **The *About Your Sony PC* guide** lists the telephone support numbers for your preinstalled software titles. This guide also includes a packing list and technical specifications for your Sony PC.
- **The Sony Sales and Marketing Support number** offers information about your Sony PC and other Sony products that work with your PC. To contact Sony Sales and Marketing Support, call 1-888-4SONYPC (1-888-476-6972).
- **The Sony Fax-back service** provides you with answers to commonly asked questions. You can use this automated service to request a list of available topics and then select the topics that you want to receive. To contact the Sony Fax-back service, call 1-888-4SONYPC (1-888-476-6972).

- **The Sony e-mail support service** answers your questions by electronic mail. Just send your question in an e-mail message, and a Customer Service Representative will send you a reply with the answer. To send a question to Sony e-mail support, address the message to SOS@info.sel.sony.com.
- **The First Aid™ '97 (Sony SOS Edition)** software intercepts crashes caused by Windows 3.1x and Windows 95 applications, finds and fixes startup problems for most installed applications, uses a knowledge base to find and fix additional problems, and automatically backs up your computer's critical configuration files.
- **The Oil Change™ (Sony SOS Edition)** software is a useful companion to SOS. Using the Internet, it provides updated device drivers, software fixes and updates provided by Sony for the software titles included with your Sony PC. SOS Oil Change scans your PC to identify software applications and their versions. It then logs on to the Internet, compares your software configuration against the Sony database, and notifies you of the software fixes and updates available for your PC. For each fix and update, it provides an explanation. After selecting the software fixes and updates you require, SOS Oil Change downloads, uncompresses and installs the selected items. If, for any reason, the new software/device driver is not installed successfully, your current configuration will be retained. To contact SOS Oil Change support dial 1-888-4SONYPC (1-888-476-6972).
- **The SOS software** connects you to a Customer Support Representative. SOS is available toll-free 24 hours a day, seven days a week.You can contact SOS by telephone or by using your built-in modem. Be sure to connect your modem before you call, so that the representative can access your system if necessary. For information on calling SOS with your built-in modem, see the next section, "Calling SOS." To call SOS using your telephone, dial 1-888-4SONYPC (1-888-476-6972). Before calling SOS, try running First Aid and Oil Change. You may find that this resolves your problem. First Aid, Oil Change, and SOS are all available on the Sony Online Support screen. To access this screen, click the Start button, point to the Sony folder, and click Sony Online Support.

Calling SOS

The SOS application enables you to exchange information with a Sony Customer Support Representative (CSR). Using the built-in speakerphone is the most convenient way to contact SOS. Here's how it works:

- Type your name and a description of the problem in the SOS window
- Dial the SOS hotline with a single click of the mouse
- Specify the access level for the CSR
- The CSR resolves the problem

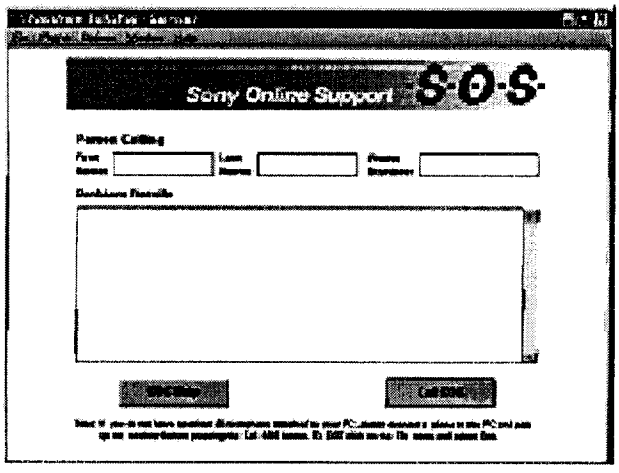
Before using SOS, make sure the PC is connected to a phone line as described in "Connecting the Phone Line and Phone" on page 12. If you do not have a phone line connected to your PC, you can call SOS by dialing 1-888-4SONYPC (1-888-476-6972).

If you call SOS using the speakerphone and you need to reboot your PC, you will lose your connection to SOS. For this reason, it is recommended that you connect a regular telephone to the Sony PC as described in "Connecting the Phone Line and Phone" on page 12. You can then take the receiver off the hook to maintain the connection while you reboot the PC.

To place a call to SOS

1 Click the SOS icon in the VAIO Space Sky or select SOS from the Sony Folder on the Start menu.

2 Click the Connect to SOS icon on the Sony Online Support screen.



3 In the SOS window, type your name, phone number, and a description of the problem.

4 Call SOS:

- If you are using the built-in speakerphone, click the Call SOS button.
- If you are using a regular telephone that you connected to your PC, remove the phone from the receiver, and then click the Call SOS button.

5 When the Remote Command Security dialog box appears, select an access level by clicking one of these options:

Option	Description
Full access	Allows the CSR to fully interact with your PC. The CSR can access all the files on your hard disk drive and can copy files to and from your PC to solve your problem.
Limited access	Lets the CSR view your system, but you must approve every action the CSR takes. If the CSR wants to copy a file, for example, the Remote Command Permission dialog box prompts you to approve this action.
No access	Prevents the CSR from accessing your system. You must perform all the operations as described to you by the CSR.

✍ You can change the access level during your call to SOS.

6 Discuss the problem with the CSR and follow the CSR's instructions to resolve the problem.

✍ If you experience difficulty hearing the CSR, turn down the speaker volume or pick up the receiver of the telephone attached to your PC's modem.

You may hear beeps on the line as the system switches between voice and data modes. You can ignore these beeps.

When a file is being transmitted between your PC and SOS, a status box displays the progress of the file transfer.

7 To end a call placed with the speakerphone, click the SpeakerPhone button. Otherwise, just hang up the phone when you finish a call.

8 Click the Close box at the top right corner of the SOS window or select Exit from the File menu to close the SOS window.

Troubleshooting

This section describes how to solve common problems you may encounter when using your PC. Many problems have simple solutions, so try these suggestions before you call Sony Online Support. For more advanced troubleshooting information, see the online *System Reference Manual*.

My PC won't start

- Check that the PC is plugged into a power source and that it is turned on. Check that the power light is lit on the front panel of the PC.
- Make sure a diskette is not in the diskette drive.
- Confirm that the power cord and all cables are connected firmly, as described in the "Setting Up Your Sony PC" chapter.
- If you plugged the PC into a power strip or UPS, make sure the power strip or UPS is turned on and working.
- Check that the display is plugged into a power source and turned on. Check that the brightness and contrast controls are adjusted correctly. See the manual that came with your display for details.

My PC "locks up"

- Try restarting the PC. On the Windows taskbar, click the Start button, click Shut Down, and then click Restart the computer.
- If you cannot restart as described in the preceding step, you can restart the PC by pressing CTRL+ALT+DELETE.

! Pressing CTRL+ ALT+DELETE may result in losing changes made to files that are currently open.

My CD-ROM drive tray won't open

- Make sure the PC is turned on.
- Press the Eject button on the CD-ROM drive.
- If the Eject button does not work, you can open the CD tray by inserting a straightened heavy-weight paper clip into the hole beside the Eject button.

I cannot play a CD-ROM disc

- Make sure you place the disc in the tray with the label side facing up.
- Make sure the CD-ROM software is installed according to the program's instructions.

I installed a new application, and I can't find it in VAIO Space

- After you install a new application, you need to add it to VAIO Space. See "Adding and Removing Applications in VAIO Space" on page 34 for details.

When I double-click an application icon, a message such as "You must insert the application CD into your CD-ROM drive" appears and the software does not start

- Some titles require specific files that are located on the application's CD-ROM disc. Insert the disc and try starting the program again.
- Check to make sure you inserted the CD-ROM disc with the label side facing up.

My software program "locks up" or crashes

- Contact the software publisher or designated provider for technical support. See the *About Your Sony PC* guide for a complete list of phone numbers.

My speakers have no sound

- Check that the speakers are plugged into the **HEADPHONES** connector. See "Connecting the Sony Multimedia Computer Display" on page 8 or "Connecting a Display, Speakers, and a Microphone" on page 9 for details.
- If the speakers have a mute button, make sure it is off.
- If the speakers are powered by batteries, check that the batteries are inserted properly and that they are charged.
- If the speakers use an external power source, make sure that the power cord is plugged into a grounded wall outlet or power strip.
- If the speakers have their own volume control, check the volume level.

- ❑ If the program you are using has its own volume control, check that the volume is turned up.
- ❑ Check the volume controls in the application, in the Sony A/V Suite Mixer, and in Windows 95.

My modem doesn't work

- ❑ Check that the phone line is plugged into the **LINE** jack. See "Connecting the Phone Line and Phone" on page 12 for details.
- ❑ Check that the phone line is working. You can check the line by plugging in an ordinary phone and listening for a dial tone.
- ❑ Check that the phone number the program is dialing is correct.
- ❑ Check that the software you are using is compatible with the Sony PC modem. (All preinstalled programs are compatible.) Call the software publisher or Sony Online Support.

My microphone doesn't work

- ❑ Check that the microphone is plugged into the **MIC** connector. See "Connecting the Sony Multimedia Computer Display" on page 8 or "Connecting a Display, Speakers, and a Microphone" on page 9 for details.

My mouse doesn't work

- ❑ Check that the mouse is plugged into the **MOUSE** connector. See "Connecting the Keyboard and Mouse" on page 11 for details.
- ❑ There may be dust or dirt inside the mouse mechanism. To clean the mouse, follow these steps:
  - ❑ Turn off your PC. See "Shutting Down Your Sony PC" on page 43 for details.
  - ❑ Remove the mouse ball cover on the back side of the mouse.
  - ❑ Turn the mouse upright, and drop the mouse ball into your hand.
  - ❑ Using a piece of tape, remove any dust or dirt on the mouse ball and inside the mouse ball socket.
  - ❑ Return the mouse ball to the socket, and replace the mouse ball cover.

My keyboard doesn't work

- Check that the keyboard is plugged into the **KEYBOARD** connector. See "Connecting the Keyboard and Mouse" on page 11 for details.

I can't find the Windows 95 taskbar

- Use the mouse to point to the bottom of the screen below the VAIO Space Floor area. The taskbar should come into view.
- If you still don't see the taskbar, someone may have changed the taskbar's position. Point to the left, right, and top edges of the screen.

I can't make the VAIO Space wall that I want to use rotate into view

- Point to the wall you want to use, wait for the green arrow to appear, and then click the wall.

I can't use two different applications at the same time in VAIO Space

- Click the Settings icon on the VAIO Space Floor. Under VAIO Space Setting, select VAIO background mode.

Using the System Recovery CD

You can reinstall software titles that shipped with your computer if they are corrupted or accidentally erased. You may not need to recover the entire contents of your hard drive. If you experience a problem with your computer, reinstalling an individual device driver or software title may correct the problem.

Use the Application Recovery CD to reinstall individual applications or device drivers. See "Using the Application Recovery CD" on page 157.

The System Recovery CD contains a backup copy of the all the software originally installed on your hard disk drive. **It can be used only to recover the hard disk of the Sony PC computer you purchased.**

The System Recovery utility gives you two options:

- **Full Restore without Format** restores all the software titles that originally came with your computer without formatting the hard disk.

- **Full Restore with Format** formats the hard disk drive and then restores all the original software.

! **Formatting the hard disk drive removes all the information on the hard disk. If you choose this option, you will lose any software you have installed and any other files you have created since you started to use your computer. This means you will have to reinstall any applications that were not included with the computer when you purchased it. If you choose to restore all software titles without formatting the hard disk drive, you may need to reinstall applications that were not included with the computer when you purchased it. If you have any questions on using the System Recovery CD, contact Sony Online Support (SOS).**

✍ The System Recovery utility boots from the CD-ROM drive. The System Recovery CD must be in the CD-ROM drive when you turn on the computer.

To use the System Recovery CD

1. Insert the Sony System Recovery CD in the CD-ROM drive.
2. Shut down your computer as described on "Shutting Down Your Sony PC" on page 43.
3. Wait 30 seconds and turn on your computer.
4. Click OK to signify you have read and accept the Microsoft End-User License Agreement.
5. When the System Recovery menu appears, follow the on-screen instructions to complete the recovery process.

Using the Application Recovery CD

The Application Recovery CD allows you to reinstall individual applications and device drivers if they are corrupted or accidentally erased. Reinstalling an individual device driver or software title may correct a problem you are experiencing with your computer, and you may not need to recover the entire contents of your hard drive. If you do need to reinstall all the software titles that shipped with your computer, use the System Recovery CD. See "Using the System Recovery CD" on page 155.

You must be in Windows to run the Application Recovery CD. The application will not run from DOS. If you have any questions on using the Application Recovery CD, contact Sony Online Support (SOS).

To use the Application Recovery CD

1. Turn on your computer. If your computer is already on, close all applications.
2. When the Windows desktop appears, insert the Sony Application Recovery CD in the CD-ROM drive. The Application Recovery utility loads automatically.
3. When the Application Recovery menu appears, follow the on-screen instructions to complete the recovery process.

Upgrading and Maintaining Your Sony PC

In the future you may want to install additional boards to expand the functionality of your PC. This section describes how to open your PC and insert add-in boards, add memory, and replace the cover. This section also explains how to change the lithium battery. For more information on upgrading your Sony PC, see the online *System Reference Manual*.

The procedures in this section assume that you are familiar with the general terminology associated with personal computers and with the safety practices and regulatory compliance required for using and modifying electronic equipment. Read "Notes on Use" on page 183 before upgrading your Sony PC.

! Always switch the power off before you open the system or connect your PC to peripheral equipment; otherwise, damage may occur to the integrated circuits in your PC.

Electrostatic discharge (ESD) can damage disk drives, add-in cards, and other components. Do the procedures described here only at an ESD workstation. If such a station is not available, do not work in a carpeted area and do not handle materials that produce or hold static electricity (cellophane wrappers, for example). Ground yourself by maintaining continuous contact with an unpainted metal portion of the chassis while performing the procedure.

Removing the Cover

To insert an add-in board, add memory, or replace the lithium battery, you need to open your Sony PC. You must remove the panels in a specific order: the left side panel, the rear panel, and the I/O bracket.

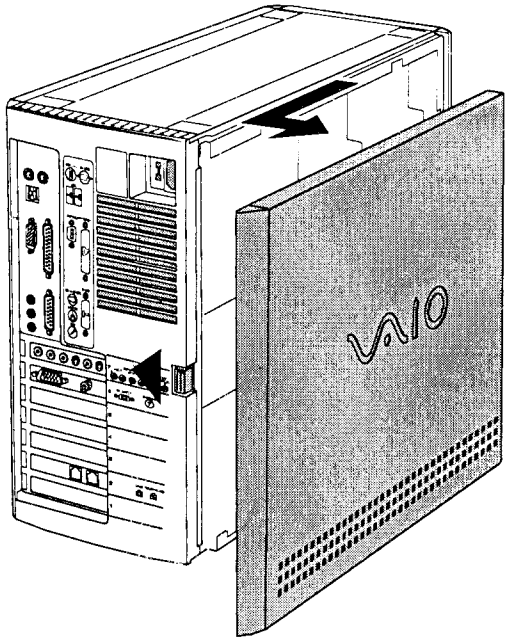
When replacing the lithium battery, you must perform some initial steps before removing the cover. See "Replacing the Lithium Battery" on page 170 for details.

To remove the left side panel

1 Push the rear latch to release the left side panel.

2 Slide the panel back until it stops.

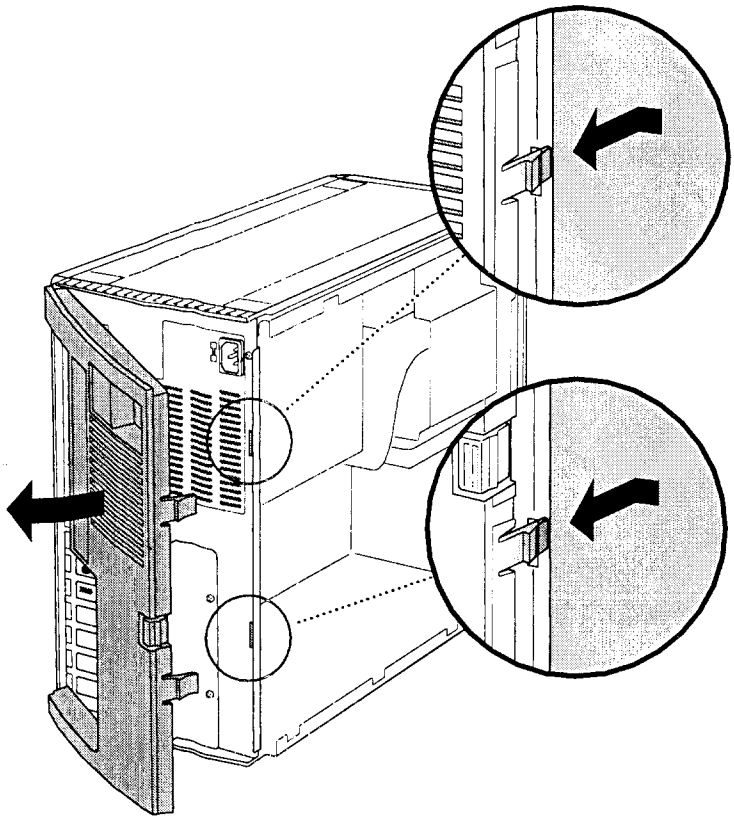
3 Pull the panel straight out to remove it.



To remove the rear panel

✍ You do not need to remove the rear panel to replace the lithium battery.

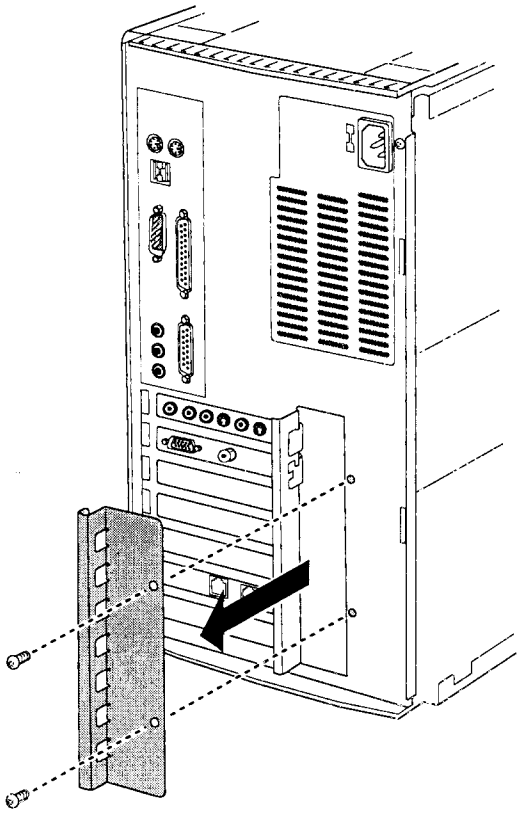
❑ Push the tabs to unsnap and remove the rear panel.



To remove the I/O bracket

✍ You do not need to remove the I/O bracket to add memory or replace the lithium battery.

❑ If you are installing or removing an add-in board, unscrew the I/O bracket.



Inserting an Add-in Board

You can add ISA or PCI boards to the system. After removing the side and rear panels and the I/O bracket, identify the connector where you want to insert the add-in board.

! Make sure you observe the proper safety precautions when you add boards to your Sony PC. See "Notes on Use" on page 183.

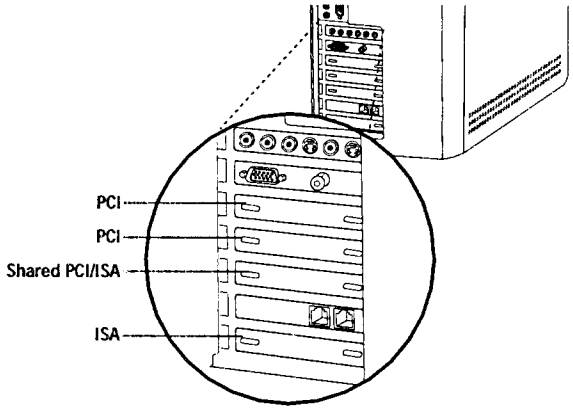
To insert an add-in board

1 Shut down your PC and turn off all peripheral devices, such as your printer, display, and speakers.

2 Unplug your PC.

3 Remove the side and rear panels and the I/O bracket as described on page 160.

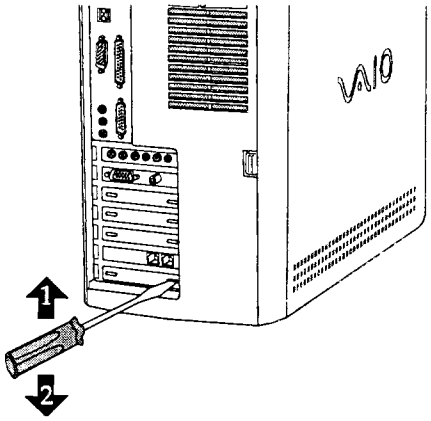
4 Locate the correct slot cover for the type of board you are installing.



5 From the rear of the system, insert a 3/16-inch screwdriver into the *right* hole in the slot cover.

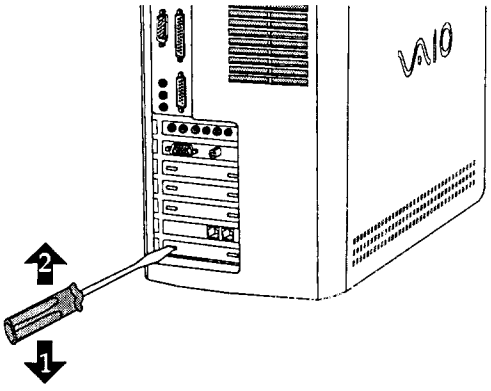
6 Gently move the screwdriver up and down.

Repeat until the attachment point above the hole breaks free. (You'll feel the metal snap and hear a pop when the attachment point breaks — this is normal.)

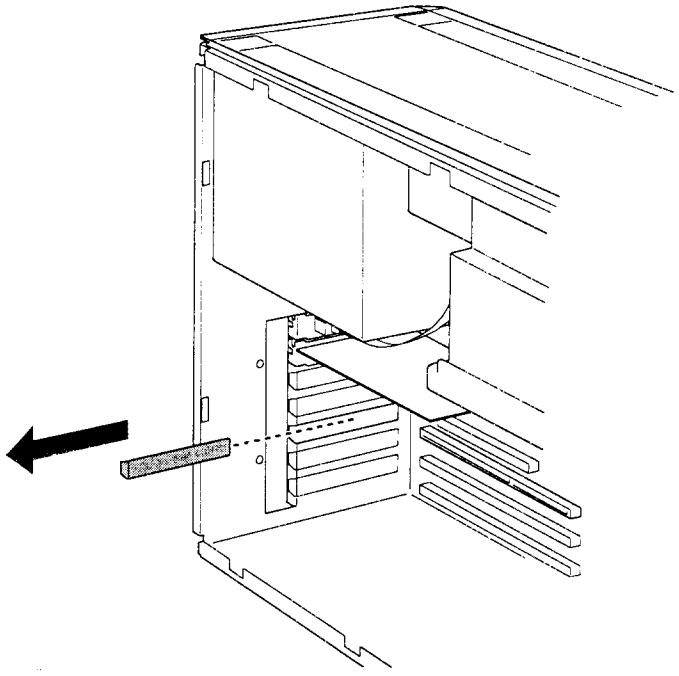


7 Move the screwdriver to the *left* hole in the slot cover. Move the screwdriver down first, then up.

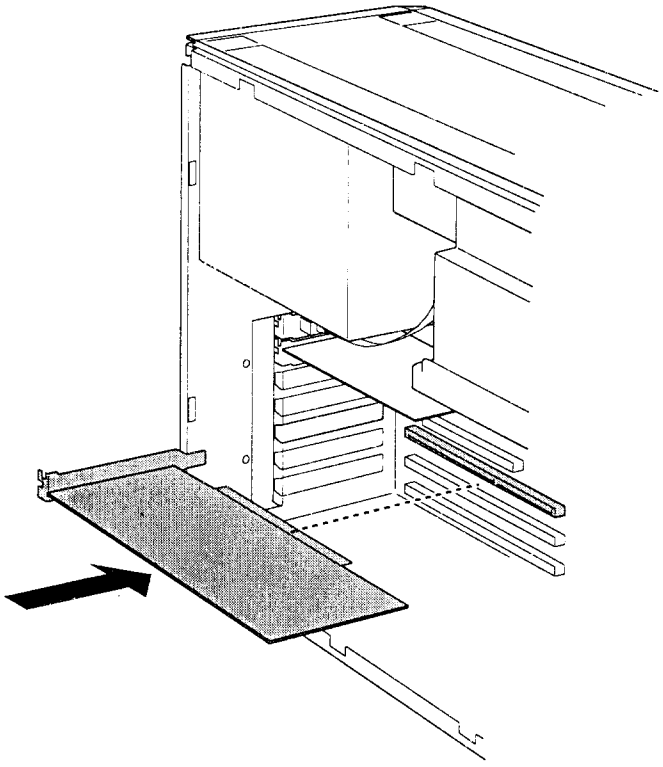
Repeat until the two remaining attachment points break free.



8 Carefully remove the slot cover for the slot you have chosen.



9 Install the add-in card by plugging it into the connector on the system board. Attach any internal cables that the board requires (see the manual for the add-in card).



10 Replace the cover as described on page 172.

Adding Memory

You can install an additional DIMM (dual in-line memory module) in your PC, to a maximum of 128 megabytes (MB).

Total System Memory (MB)	Memory	
	Socket 1 (MB)	Socket 2 (MB)
8	8	0
16	8	8
16	16	0
24	8	16
24	16	8
32	16	16
32*	32	0
40	8	32
40	32	8
48	16	32
48	32	16
64	32	32
64	64	0
72	64	8
72	8	64
80	16	64
80	64	18
96	32	64
96	64	32
128	64	64

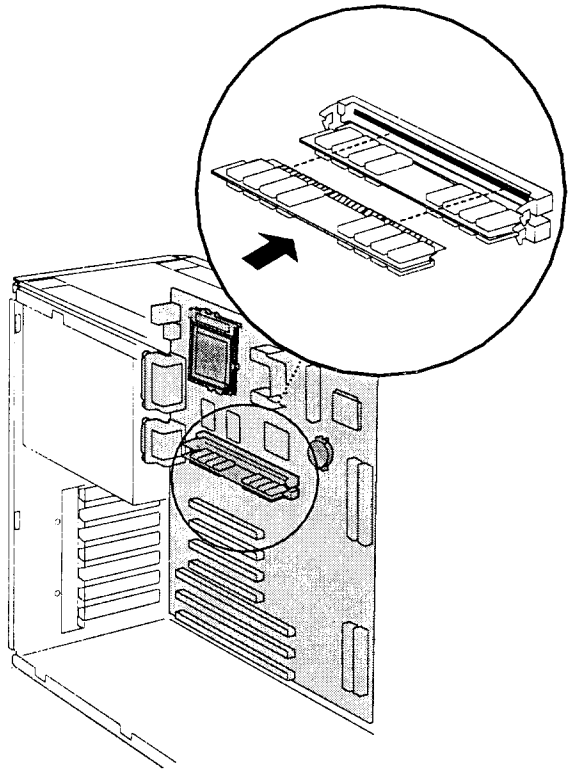
* 32 MB is the default memory amount for PCV-130 and PCV-150.

! Make sure you observe the proper safety precautions when you add DIMMs to your Sony PC. See "Notes on Use" on page 183.

To install memory

1. Shut down your PC and turn off all peripheral devices, such as your printer, display, and speakers.
2. Unplug your PC.
3. Remove the side and rear panels as described on pages 160-161.
4. If necessary, remove any add-in cards or other components to access the DIMM sockets.
5. Handle the DIMM only by the edges, and remove it from its anti-static package.
6. Locate the keys on the bottom edge of the DIMM.

7 Align the DIMM over the socket.



! To avoid damaging the DIMM socket, move the DIMM socket tabs slightly outward to relieve pressure. The DIMM should then click easily into place

8 Firmly insert the bottom edge of the DIMM into the socket.

9 Press evenly against the DIMM's upper corners. The end latches snap into position automatically.

10 Reinstall any add-in cards or components you removed.

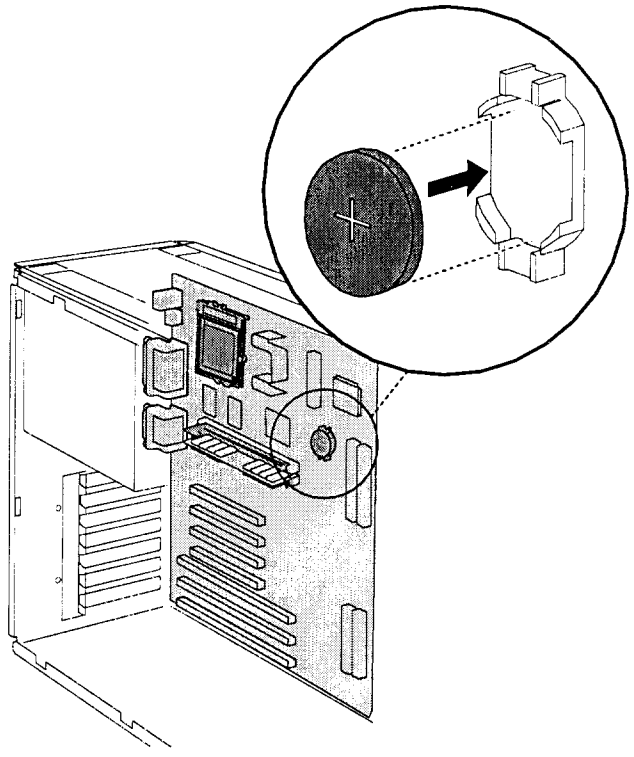
11 Replace the side and rear panel as described on page 172.

Replacing the Lithium Battery

After several years, when the lithium battery starts to weaken, the system settings stored in CMOS RAM, such as the date and time, may be wrong. When this occurs, you need to replace the lithium battery.

To replace the lithium battery

1. To run the Setup utility, press F3 for a few seconds while rebooting your PC, then press and hold F1 to run the BIOS setup utility.
2. Write down the current BIOS Setup options.
3. Shut down your PC and turn off all peripheral devices, such as your printer, display, and speakers. Unplug your PC.
4. Remove the side panel as described on page 160.
5. If necessary, remove any add-in cards or other components to access the CMOS battery socket, and gently pry the battery from the socket.



6 Install the new battery with the plus (+) side up.

! **There is danger of explosion if you replace the battery incorrectly. You must replace the battery only with a CR2032 type lithium battery. Discard used batteries according to the instructions on page 184.**

7 Reinstall any add-in cards that were removed, and replace the side panel as described on page 174.

✍ The values stored in the CMOS memory are now reset to the factory default values. You must run the Setup utility to reset the date, time, passwords, and other options. See the online System Reference Manual for details.

8 To run the Setup utility, press F3 for a few seconds while rebooting your PC, then press and hold F1 to run the BIOS setup utility.

9 Change the default values to the values you wrote down in step 2.

10 Save your Setup changes, and then exit the Setup utility.

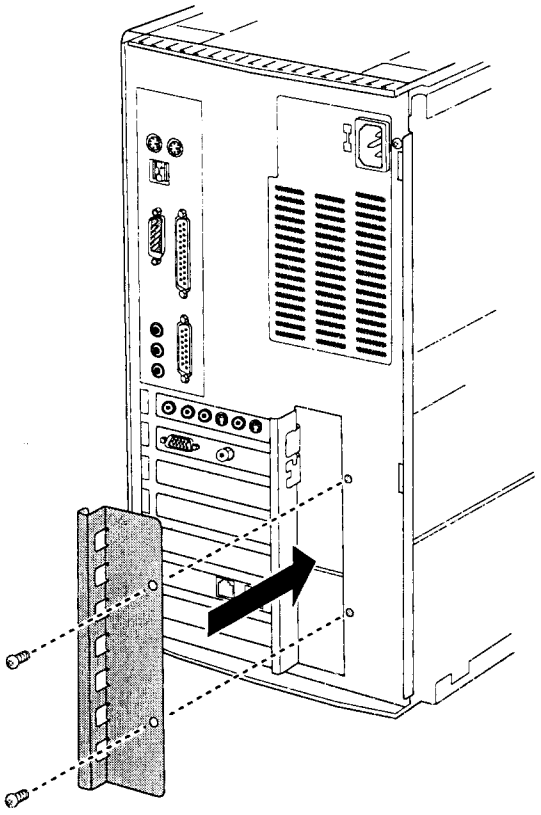
Replacing the Cover

Replace the panels in the following order:

To replace the cover

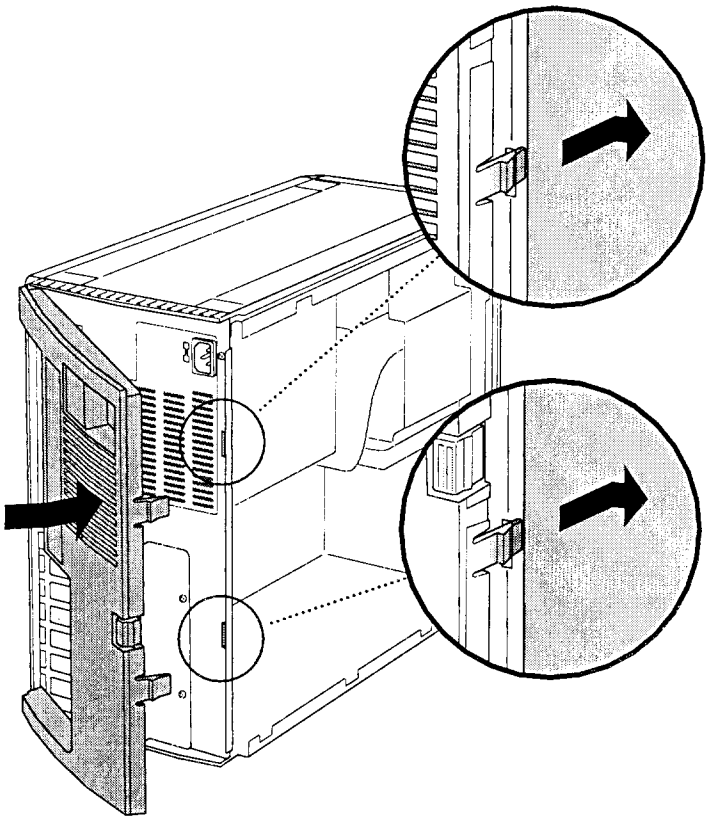
1 Replace the I/O bracket.

Use the two screws to hold it in place.

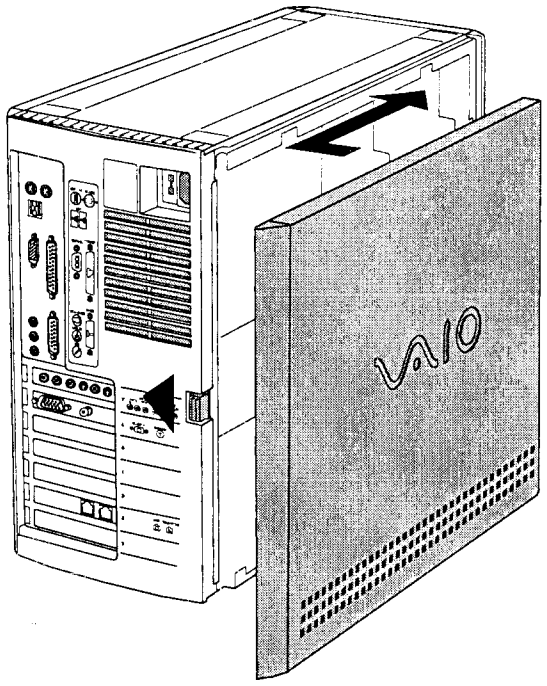


2 Replace the rear panel.

Make sure the tabs snap into place.



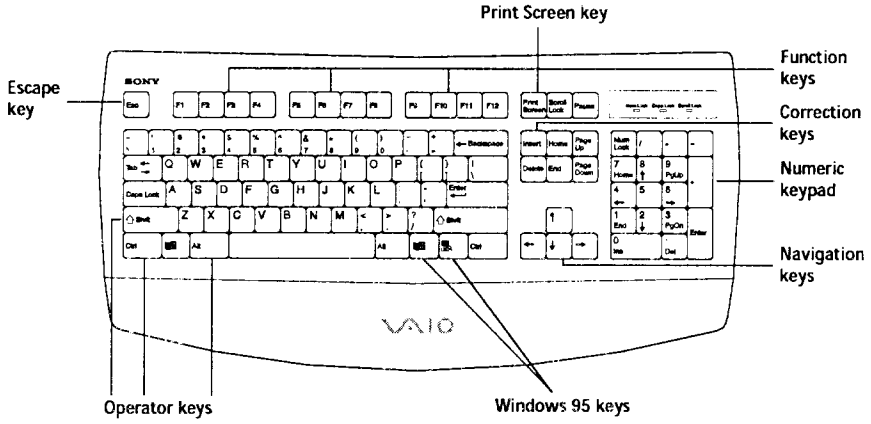
3 Replace the side panel.



Computer Basics

Using the Keyboard

Your keyboard is very similar to a typewriter's, but the keyboard has additional keys that perform specific computer-related tasks.



Key	Description
Numeric keypad	Contains the keys found on a typical calculator. Use the numeric keypad to type numbers or to perform mathematical calculations such as addition and subtraction. Note that you must press NUM LOCK to activate the numeric keypad. (When you do so, the Num Lock light will be on.)
Navigation keys	Several keys are devoted to moving the cursor on the screen (the four arrow keys and the HOME, END, PAGE UP, and PAGE DOWN keys). These keys are also available on the numeric keypad when Num Lock is turned off.
Correction keys	The INSERT and DELETE keys enable you to make corrections in your documents. These keys are also available on the numeric keypad when Num Lock is turned off.

Key	Description
Function keys	The twelve function keys along the top of the keyboard are used to perform designated tasks. For example, in many applications, F1 is the Help key. The task associated with each function key may vary from one application to the next.
Escape key	The ESC (Escape) key is used to cancel commands
Print Screen key	The PRINT SCREEN key takes an electronic snapshot of the screen and places it in the Windows Clipboard. You can then paste the screen shot into a document and print it.
Operator keys	Several keys are always used with at least one other key: CTRL, ALT, and SHIFT. When held down with another key, the CTRL (Control) and ALT (Alternate) keys offer another way to give commands. For example, in many applications, instead of choosing the Save command from a menu, you can hold down CTRL and press S (referred to as CTRL+*S*). The SHIFT key operates the same way as on a typewriter; it's used to produce capital letters or special symbols such as @ and $.
Windows 95 keys	The keys with the Windows logo display the Windows 95 Start menu; it's the equivalent of clicking the Start button on the taskbar. The Applications key displays a shortcut menu of context-sensitive choices; pressing this key is the equivalent of clicking the right mouse button.

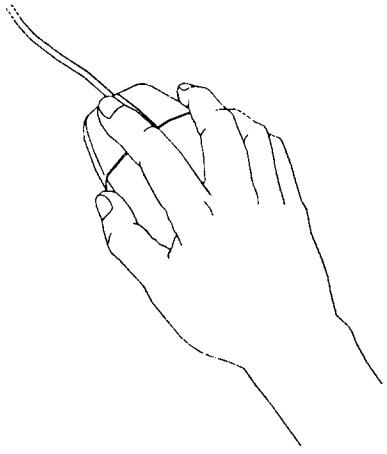
The keyboard also has three lights:

Light	On	Off
Num Lock	The number keys on the numeric keypad are active.	The arrow keys, navigation keys, and correction keys on the keypad are active.
Cap Lock	Letters appear in uppercase as you type. The SHIFT key lowers the case of typed letters when Cap Lock is on.	Letters appear in lower case as you type (unless you hold down the SHIFT key).
Scroll Lock	The screen scrolls differently. (Exactly how it scrolls depends on the specific application. It has no effect in many applications.)	Information moves across the display normally.

Using the Mouse

Using a mouse may be difficult at first, but after you become comfortable using it, you can save a lot of time. The following terms are commonly used to describe actions you perform with a mouse.

Term	Description
Point	Place the mouse pointer on an item or object.
Click	Press and release the left mouse button, without moving the mouse.
Double-click	Press the left mouse button two consecutive times, without moving the mouse.
Right-click	Press the right mouse button. In many applications, this action displays a shortcut menu of context-sensitive choices.
Drag	Hold down the left mouse button and then move the mouse in the desired direction. This action is used to select text and move objects.



Setting Up the Mouse for Left-Hand Use

You can control the mouse with your right or left hand. When you use the mouse with your left-hand, you may find it easier to reverse the button functions. When the functions are reversed, the right mouse button is used for normal clicking and dragging, and the left button is for displaying shortcut menus (right-clicking).

To set up the mouse for left-hand use

1. Click the Start button to display the Start menu.
2. Point to Settings.
3. Click Control Panel.
4. Double-click the Mouse icon.
5. Click the Buttons tab.
6. Under Buttons, select Left-handed.
7. Click the OK button to close the Mouse Properties dialog box.

Using the CD-ROM Drive

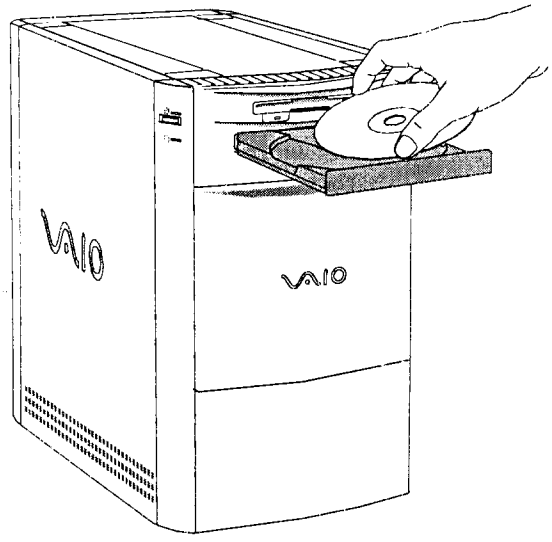
To use the CD-ROM drive, you must open the front panel. See "Accessing the Diskette, CD-ROM, and Zip Drives" on page 27 for details.

To use the CD-ROM drive

1 Press the Eject button on the front panel of the PC to open the CD-ROM drive. The CD tray slides out.

2 Place the CD-ROM disc in the tray with the label side facing up.

3 Close the tray by pushing it gently or by pressing the Eject button.



If you are using software that can eject CD-ROM disks, be sure to leave the front panel open.

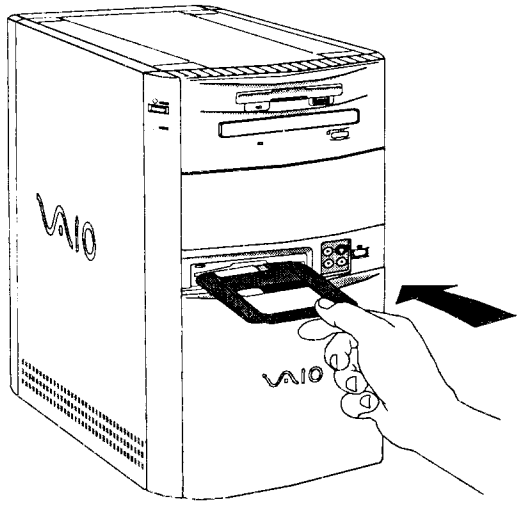
Using the Zip Drive

To use the Zip drive, you must open the front panel. See "Accessing the Diskette, CD-ROM, and Zip Drives" on page 27 for details.

To use the Zip drive

1 Hold the Zip disk with the label side facing up.

2 Gently push the disk into the drive until you hear it click into place.



3 After you finish using the disk, press the Eject button on the Zip drive to remove the disk.

If you are using software that can eject Zip disks, be sure to leave the front panel open.

Using the Diskette Drive

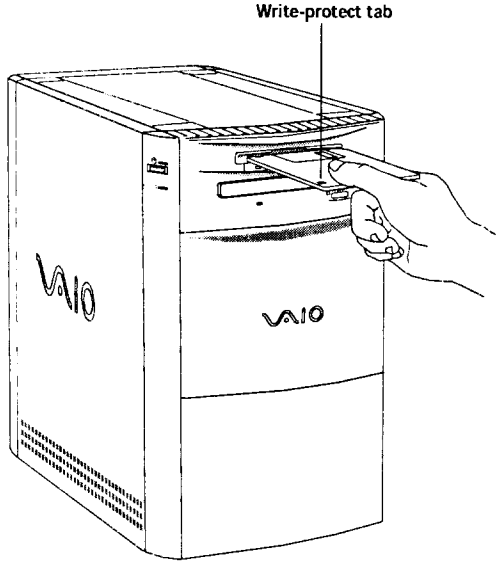
To use the diskette drive, you must open the front panel. See "Accessing the Diskette, CD-ROM, and Zip Drives" on page 27 for details. Most diskettes contain a write-protect tab. The write-protect tab prevents accidental changes to a diskette. When the hole is open, the diskette is write-protected—you can't delete, copy, or save information on the diskette. When the hole is closed, you may write to or modify the diskette contents. Just slide the write-protect tab to open and close the hole.

To use the diskette drive

1 Hold the diskette with the label side facing up.

2 Gently push the diskette into the drive until you hear it click into place.

3 After you finish using the diskette, press the Eject button on the diskette drive to remove the diskette.



Other Information

Notes on Use

On the Power Source

- Your PC operates on 100–120 V AC 50/60 Hz for North American countries.
- Be sure to set the voltage setting switch to the correct setting before turning on the power; otherwise damage may occur.
- The total power draw of installed add-in cards must not exceed the specifications for the power supply. Do not overload the system by installing add-in cards that draw excessive current. The system is designed to provide 2 amps (average) of 5V power for each card in the system not to exceed a total of 12 amps. The total 5V current draw in a fully-loaded system (with all the add-in card slots filled) must not exceed 12 amps. If you add components to the system that draw current from the power supply, the total combined +3.3V and +5V currents must not exceed 80 watts.
- Plug all the power cords for your PC and its peripheral equipment into the same AC supply line. AC derived from different supply lines may result in voltage differences that can cause unstable operation or unwanted weak currents at the time of connection.
- Do not share the AC outlet with any other power-consuming equipment, such as copying machines or shredders.
- You can purchase a power strip with a surge protector. This device prevents damage to your PC caused by sudden power surges such as those that may occur during an electrical storm.
- If you live in an area that experiences frequent power fluctuations, you may want to purchase a UPS (Uninterrupted Power Supply). This device contains both a surge protector and a battery backup. The surge protector prevents damage to your PC caused by power surges. The battery backup safeguards your data during a brief period of power loss.

- Do not place heavy objects on the power cord.
- Do not operate the system with the cover removed. Always reinstall the cover before turning on the system.
- To disconnect the cord, pull it out by the plug. Never pull the cord itself.
- Unplug your PC from the wall outlet if you will not be using the PC for a long time.
- The power control button on the front panel does not turn off the system AC power. To remove power from the system, you must shut down the PC as described in this manual and then unplug the AC power cord from the wall outlet or power strip.
- Before touching anything inside the computer, turn the system off and let it cool for ten minutes. This will ensure that the processor heat sink will not be hot.
- Do not attempt to open the power supply. There are no user-serviceable parts in the power supply. To avoid personal injury or damage to your equipment, refer the repair or replacement of the power supply to qualified personnel only.

On Disposal of the Lithium Battery

- Dispose of the lithium battery properly. In some areas, the disposal of lithium batteries in household or business trash may be prohibited. You can return your unwanted lithium batteries to your nearest Sony Service Center or Factory Service Center. For the Sony Service Center nearest you, call 1-800-222-SONY (1-800-222-7669).

! Do not handle damaged or leaking lithium batteries.

! The lithium battery may explode if mistreated. Do not disassemble it or dispose of it in fire.

Replace the battery with a Sony CR2032 lithium battery. Using a type of battery other than a CR2032 may present a risk of fire or explosion.

On Handling

- Clean the cabinet with a soft, dry cloth or a soft cloth lightly moistened with a mild detergent solution. Do not use any type of abrasive pad, scouring powder, or solvent such as alcohol or benzine, as it may damage the finish of your Sony PC.
- Should any solid object or liquid fall into the cabinet, keyboard, or mouse, shut down your PC and then unplug it. You may want to have the PC checked by qualified personnel before operating it any further.

On Installation

- Do not place your Sony PC in a location subject to:
  - Heat sources, such as radiators or air ducts
  - Direct sunlight
  - Excessive dust
  - Moisture or rain
  - Mechanical vibration or shock
  - Strong magnets or speakers that are not magnetically shielded
  - Ambient temperature of more than 95°F (35°C) or less than 50°F (10°C)
  - High humidity
- Do not place electronic equipment near your PC. The PC's electromagnetic field may cause a malfunction.
- Provide adequate air circulation to prevent internal heat build-up. Do not place your PC on loose surfaces (such as rugs or blankets) or near materials (such as curtains or draperies) that may block its ventilation slots. Leave a space of at least 8 inches from the back panel of your PC.
- The PC uses high-frequency radio signals and may cause interference to radio or TV reception. Should this occur, relocate the PC a suitable distance away from the set.
- Use only specified peripheral equipment and interface cables; otherwise, problems may result.
- Do not use cut or damaged connection cables.

- Always switch the power off before connecting your PC to peripheral equipment; otherwise, damage may occur to the integrated circuits in your PC.
- Your PC, keyboard, and mouse consist of high-precision electronic parts. Do not drop them or bump them against other objects.
- Your Sony PC will not work with party lines, cannot be connected to a coin-operated telephone, and may not work with multiple phone lines or a private branch exchange (PBX).
- If the telephone company makes a service call to your home or office and determines that your PC is responsible for the problem, the telephone company may bill you for the service call. Also, if you do not disconnect your PC when it is adversely affecting the telephone line, the telephone company has the right to disconnect your service until you correct the problem.

On Moisture Condensation

If your PC is brought directly from a cold location to a warm one, moisture may condense inside your PC. In this case, allow at least an hour before turning on your PC. If any problem occurs, unplug your PC, and contact your Sony Service Center.

On Upgrading the System

- The procedures described in the "Upgrading and Maintaining Your Sony PC" section in this manual assume familiarity with the general terminology associated with personal computers and with the safety practices and regulatory compliance required for using and modifying electronic equipment.
- Disconnect the system from its power source and from any telecommunications links, networks, or modems before you open the system or do any of the procedures described in the "Upgrading and Maintaining Your Sony PC" section in this manual. Failure to do so may result in personal injury or equipment damage.

- Electrostatic discharge (ESD) can damage disk drives, add-in cards, and other components. Do the procedures described in the "Upgrading and Maintaining Your Sony PC" section only at an ESD workstation. If such a station is not available, do not work in a carpeted area, and do not handle materials that produce or hold static electricity (cellophane wrappers, for example). Ground yourself by maintaining contact with an unpainted metal portion of the chassis while performing the procedure.
- When removing a slot cover, be careful not to damage components on the system board or add-in cards. You may need to temporarily remove add-in cards that are next to the slot cover you want to remove.

On Using the Hard Disk Drive

- Do not place the PC in a location that is subject to vibration or shock.
- Do not move the PC during operation.
- Do not subject the PC to sudden changes in temperature.
- Do not turn off the power while the PC is accessing the hard disk drive.

On Handling Diskettes

- Do not open the shutter manually and touch the surface of the diskette.
- Keep diskettes away from magnets.
- Keep diskettes away from direct sunlight and other heat sources.

On Handling CD-ROM Discs

- Do not touch the surface of the disc.
- Do not drop or bend the disc.

On Cleaning CD-ROM Discs

- Fingerprints and dust on the surface of a disc may cause read errors. Proper care of the disc is essential to maintain its reliability. Do not use solvents such as benzine, thinner, commercially available cleaners or anti-static spray, as they may cause damage to the disc.
- For normal cleaning, hold the disc by its edge and use a soft cloth to wipe the surface from the center out.
- If the disc is badly soiled, moisten a soft cloth with water, wring it out well, and use it to wipe the surface of the disc from the center out. Wipe off any remaining moisture with a dry soft cloth.

On Handling Zip Disks

- Do not open the shutter manually and touch the surface of the disk.
- Remove the disk from the Zip drive before turning off your PC.
- Store the Zip disk in its protective case to prevent damage from dirt, spills, and other contaminants.
- Do not expose Zip disks to direct sunlight, moisture, or magnetic fields.
- Avoid touching the front edge of the disk; oils from your hands can be transferred to the disk surface.

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